



MESSAGES OF THE PRESIDENT
CARLOS P. GARCIA
1957-1961

BOOK 8 | VOLUME 4
Executive Orders Part 1



President Carlos P. Garcia, Eighth President of the Philippines,
Fourth President of the Third Republic.



MESSAGES OF THE PRESIDENT
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Messages of the President Book 8: Carlos P. Garcia

Volume 4 Part 1

Presidential Communications Development and Strategic Planning Office

<http://www.gov.ph>

<http://www.malacanang.gov.ph>

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Messages of the President Book 8: Carlos P. Garcia
Volume 4 Part 1

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INTRODUCTION

As the President's chief message-crafting body, the Presidential Communications Development and Strategic Planning Office (PCDSPO), is mandated to provide strategic communication leadership and support to the Executive Branch, its composite agencies, and instrumentalities of government.

The PCDSPO is also mandated to act as custodian of the institutional memory of the Office of the President. One of our projects is the continuation of the series of books called the Messages of the President, started in 1936 by Jorge B. Vargas, Executive Secretary to President Manuel L. Quezon. The series was a wide collection of executive issuances, speeches, messages, and other official papers of the President. The volumes were intended to serve as the definitive compilation of presidential documents. The series was continued until the Quirino administration, although the series for the Presidential administrations of Presidents Quezon, Roxas, and Quirino were never completed.

In 2010, President Benigno S. Aquino III ordered the revival of the series and the constitution of a complete set, covering all 15 presidential administrations. With pride, we continue what Vargas began.

We would like to extend our gratitude to our partners for without whose gracious cooperation, this project would have not been possible.

A note on organization: Each presidential administration's messages are in book form, compiled and subdivided into volumes. The books are as follows:

- Book 1: Emilio Aguinaldo
- Book 2: Jose P. Laurel
- Book 3: Manuel L. Quezon
- Book 4: Sergio Osmeña
- Book 5: Manuel Roxas
- Book 6: Elpidio Quirino
- Book 7: Ramon Magsaysay
- Book 8: Carlos P. Garcia
- Book 9: Diosdado Macapagal
- Book 10: Ferdinand E. Marcos
- Book 11: Corazon C. Aquino
- Book 12: Fidel V. Ramos
- Book 13: Joseph Ejercito Estrada
- Book 14: Gloria Macapagal-Arroyo
- Book 15: Benigno S. Aquino III

Each book is subdivided into the following volumes:

- Volume 1: Official Week/Month in Review
 - Volume 2: Appointments and Designations
 - Volume 3: Historical Papers and Documents
 - Volume 4: Executive Orders
 - Volume 5: Administrative Orders
 - Volume 6: Proclamations
-

Volume 7: Other issuances

Volume 8: Cabinet minutes

We hope that this collection will be a useful and vital reference for generations to come.

PREFACE

On July 30, 2010, President Benigno S. Aquino III issued Executive Order No. 4, which effectively renamed what was previously called the Malacañang Museum into the Presidential Museum and Library (PML) and placed it under the supervision and control of the Presidential Communications Development and Strategic Planning Office (PCDSPO). The PML is responsible for preserving, managing, and promoting the history and heritage of the Philippine presidency. It is the principal historical and artistic repository in support of the institution of the presidency, for the benefit of the Republic and the Filipino people. In partnership with the PCDSPO, which has pioneered the publication of the Official Gazette of the Republic of the Philippines as a web archive and information website, the PML has taken this mandate and placed it on the cutting edge of the information age.

Much has been done over the past years, under the administration of President Aquino III, to digitize executive issuances, speeches, letters, and other presidential papers; and publish them online. The project is not limited to a single administration, nor does it discriminate. This collection, published as databases, as well as print and e-publications, includes documents from the presidency of Emilio Aguinaldo to the current Aquino administration. This represents the government's allegiance to transparency, continuity, and the fostering of an informed citizenry, as well as an effort, in earnest, to preserve the institutional memory of the Presidency. All this was done not just for the posterity, but for the current generation and the ongoing task of nation building.

The PML are proud partners of the Official Gazette and PCDSPO team, to whom we made the collections available. We sincerely hope that this series will serve as a vital reference to educators, students, journalists, lawyers, historians, and the public at large.

FOREWORD

This is the fourth volume of President Carlos P. Garcia's official papers, which constitutes the eighth book of the Messages of the President series. The series was started in 1936 by Executive Secretary Jorge B. Vargas, during the first year in office of Manuel L. Quezon, the first President of the Commonwealth of the Philippines. This volume collects President Garcia's Executive Orders, which provide for rules of a general or permanent character in implementation or execution of constitutional or statutory powers.

BOOK 8

PRESIDENT CARLOS P. GARCIA

President Carlos P. Garcia was the fourth President of the Philippines. He became President and assumed office on March 18, 1957, upon the death of Ramon Magsaysay, and was elected to a full four-year term the same year. President Carlos P. Garcia was President until December 30, 1961.

The Executive Issuances of President Carlos P. Garcia began with Administrative Order No. 235 and Proclamation Nos. 395 to 397, signed on March 18, 1957, he continued the numbering of his predecessor Ramon Magsaysay and ended with Executive Order Nos. 455 to 461; Proclamation Nos. 814 and 815; and Administrative Order No. 387 which were all signed on December 29, 1961.

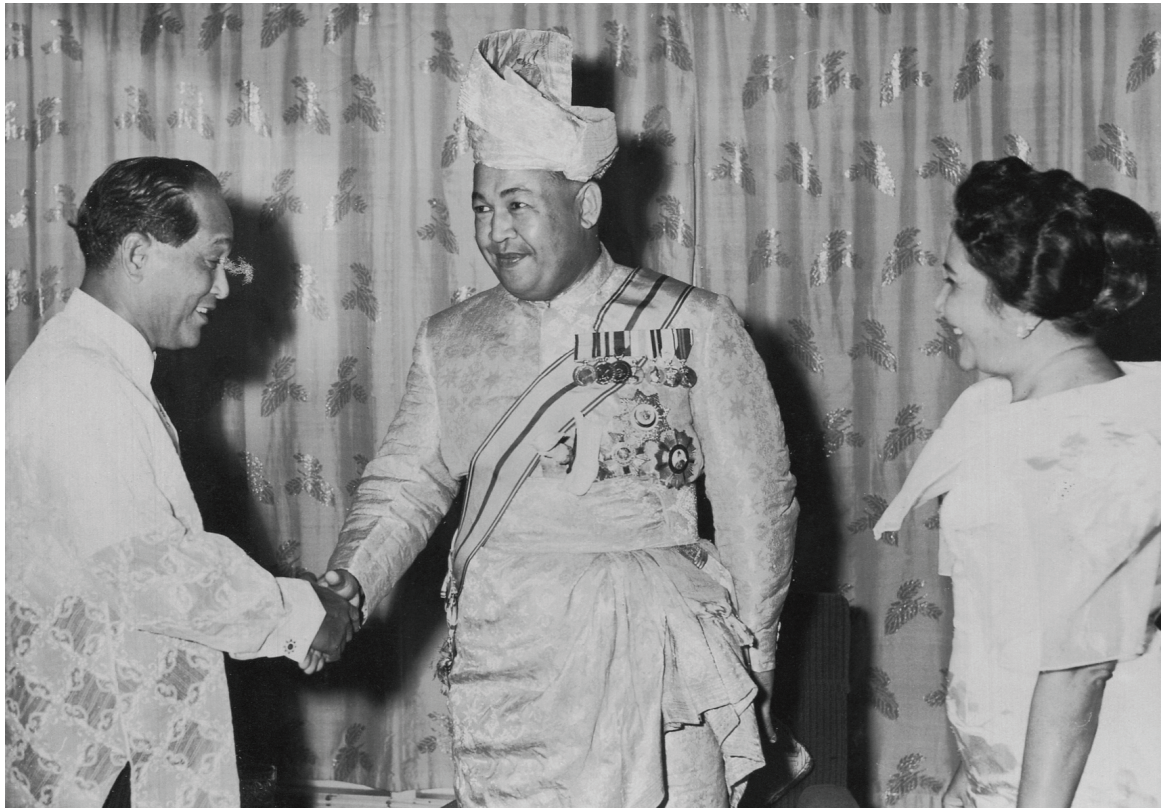
President Carlos P. Garcia's documents were gathered from its official sources such as the Official Gazette of the Philippines and Malacañang Records Office's Book of Executive Issuances.

The American Psychological Association (APA) style was used for the citation. The titles that have been provided by the researchers are enclosed in square brackets, considering that the exact wordings and its order were not verbatim from the document being described. Book titles are italicized while the speech titles are not. If in any case that the book title is the same as the title of the speech, it is transcribed in italics because it is the book title.

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President Carlos P. Garcia and First Lady Leonila Garcia received by his Majesty, Yang di-Pertuan Agong in Kuala Lumpur, Malaysia, February 8, 1961.



MESSAGES OF THE PRESIDENT
CARLOS P. GARCIA
1957-1961

BOOK 8 | VOLUME 4
Executive Orders Part 1



President Carlos P. Garcia delivers his First State of the Nation Address
at the House Session Hall of the Legislative Building in Manila
on January 27, 1958.

EXECUTIVE ORDERS

An Executive Order provides for rules of a general or permanent character in implementation or execution of constitutional or statutory powers. The Executive Orders of President Carlos P. Garcia continued the numbering of the late President Ramon Magsaysay on March 26, 1957 with Executive Order No. 244 and ended on December 29, 1961 with Executive Order No. 461.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 244
FIXING OFFICE HOURS DURING THE HOT SEASON

Pursuant to the provisions of section 564 of the Revised Administrative Code, the office hours of all government departments, bureaus, offices, agencies, and instrumentalities of the Government, including the provincial, city, and municipal governments and all corporations owned or controlled by the Governments, during the period from April 1 to June 15, 1957, both dates inclusive, are hereby reduced to five continuous hours which shall be from eight o'clock in the morning to one o'clock in the afternoon. The provisions of this Order shall not apply to the offices in the City of Baguio, whether national, provincial, or municipal.

This Order shall not oblige the head of any department, bureau, or office to reduce as herein provided the office hours in his department, bureau, or office, but leaves the same to his discretion subject to the requirements of the service and provided that the usual volume of work is not diminished by the reduction of office hours.

Done in the City of Manila, this 26th day of March, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(7), 2069.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 245
CREATING THE BARRIO OF LEGAYADA IN THE MUNICIPALITY OF LAMBUNAO,
PROVINCE OF ILOILO.

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the sitio of Bogo, in the municipality of Lambunao, province of Iloilo, is hereby organized into an independent barrio in said municipality to be known as the barrio of Legayada. The barrio in the municipality of Lambunao to which the sitio of Bogo presently belongs shall have the same territory minus these comprised in the sitio of Bogo which is being organized into an independent barrio.

This order shall take effect immediately.

Done in the City of Manila, this 30th day of March, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **FORTUNATO DE LEON**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 246

FIXING THE SCHEDULE OF BURIAL EXPENSES OF PERSONS IN THE GOVERNMENT SERVICE IN CASE OF DEATH FROM INJURIES RECEIVED OR SICKNESS CONTRACTED IN PERFORMANCE OF DUTY, INCLUDING PRISONERS WHO DIE WHILE IN THE CUSTODY OF THE ARMED FORCES OF THE PHILIPPINES.

For uniformity, it is hereby ordered that the burial expenses of persons in the government service, including cadets, reservists and trainees of the Armed Forces of the Philippines as well as prisoners under the custody of the Armed Forces of the Philippines, when allowed, save when otherwise provided specifically by law, be fixed with the approval of the corresponding head of department in an amount which shall not exceed the following:

- (a) For an officer or employee receiving a salary of more than six thousand pesos per annum, reasonable burial expenses of not to exceed seven hundred fifty (₱750.00) pesos;
- (b) For an officer or employee receiving a salary of more than three thousand seven hundred twenty (₱3,720.00) pesos, but not exceeding six thousand (₱6,000.00) pesos per annum, reasonable burial expenses of not to exceed five hundred (₱500.00) pesos;
- (c) For an officer or employee receiving a salary of three thousand seven hundred twenty (₱3,720.00) pesos or less per annum, including enlisted men, cadets, reservists and trainees of the Armed Forces of the Philippines, reasonable burial expenses of not to exceed two hundred fifty (₱250.00) pesos;
- (d) Prisoners who may have come under the custody of the Armed Forces of the Philippines, reasonable burial expenses not to exceed one hundred (₱100.00) pesos each.

Any officer or employee whose compensation is not fixed at the per annum basis may be granted the sum for burial expenses allowable for that receiving compensation on the corresponding or equivalent per annum basis.

This Order supersedes Executive Order No. 387, dated December 18, 1941.

Done in the City of Manila, this 31st day of March, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **FORTUNATO DE LEON**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). [*Executive Order Nos.: 244 - 327*]. Manila: Presidential Museum and Library.

MALACAÑANG
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 247
CREATING A COMMITTEE OF BANKERS TO LOOK INTO CERTAIN PHASES OF THE
REMITTANCE POLICY OF THE CENTRAL BANK.

For the purpose of making a thorough study of the remittance policy of the Central Bank in so far as it applies to foreign movie picture producers exporting their films to the Philippines, and looking into ways and means of easing up in some way the existing policy on blocked pesos, a Committee of bankers is hereby created, composed of the following:

Miguel Cuaderno, Sr.-----	Chairman
Arsenio J. Jison-----	Member
Alfonso Calalang-----	"

The Committee shall submit its report and recommendations to the President within the shortest time possible.

Done in the City of Manila, this 2nd day of May, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

(Sgd.) **CARLOS P. GARCIA**

By the President:
(Sgd.) **FORTUNATO DE LEON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1957). [*Executive Order Nos.: 244 - 327*]. Manila: Malacañang Records Office.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 248

PROVIDING FOR THE FULL AND COMPLETE TRANSFER OF THE CIVIL AERONAUTICS
ADMINISTRATION FROM THE DEPARTMENT OF COMMERCE AND INDUSTRY TO THE
DEPARTMENT OF PUBLIC WORKS AND COMMUNICATIONS

Pursuant to the powers vested in me by Republic Act No. 997, as amended by Republic Act No. 1241, I, Carlos P. Garcia, President of the Philippines, do hereby order the full and complete transfer of the Civil Aeronautics Administration from the Department of Commerce and Industry to the Department of Public Works and Communications as provided in section 31 of Executive Order No. 209, dated October 19, 1956. The postponement of the implementation of Executive Order No. 227, dated January 5, 1957, and Reorganization Plans Nos. 15-A and 27-A relative to commerce and industry, as provided in Executive Order No. 242, dated March 1, 1957, is hereby lifted insofar as the Civil Aeronautics Administration is concerned.

Done in the City of Manila, this 23rd day of May, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(11), 3413.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 249
CREATING THE MUNICIPALITY OF ANAO-AON IN THE PROVINCE OF SURIGAO

Upon the recommendation of the Provincial Board of Surigao and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios and sitios, which shall all hereafter be considered independent barrios of Anao-aon, Bambanon, Balite, Amontay, Jubgan, Linungganan, and Macopa—all of the municipality of Surigao, province of Surigao, are hereby segregated from said municipality and organized into an independent municipality of Anao-aon with the seat of government at the barrio of Anao-aon.

The municipality of Anao-aon as herein organized shall have the following boundaries:

“Beginning from a point at the mouth of Anao-aon River and marked (A) on the plan; thence, following the course of said river upstreams to the point, marked (B), at its intersection with an imaginary straight line extending from the mountain peak marked (X) down in a southerly direction to the point marked (C) at the highest peak of Mt. Tenido; thence, due south to the point marked (C), at its intersection with the existing boundary line which separates the municipality of Surigao from other municipalities; thence, follow a westerly direction along the said existing boundary line to the point marked (E); and thence, follow the boundary of the marine waters, which this new municipality shall have pursuant to the provisions of section 2321 of the Revised Administrative Code, to the point of beginning.” (This description is based on the data shown in the sketch of the municipality of Surigao with the proposed municipality of Anao-aon, prepared and submitted by the office of the Highway District Engineer of the province of Surigao.)

The municipality of Surigao shall have its present territory minus the portion thereof which are included in the territory of the municipality of Anao-aon, as delimited above.

The municipality of Anao-aon shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and of providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Surigao, after the segregation therefrom of the territory comprised in the municipality of Anao-aon, can still maintain creditably its municipal government, meet all its statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 24th day of May, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(11), 3414-3415.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 250
TERMINATING THE COLLECTION OF TOLLS ON THE TOLL BRIDGES LISTED
HEREUNDER.

It having been certified to this Office that the costs of the toll bridges listed hereunder plus interest have been fully recovered as certified in accordance with the provisions of Act No. 3500, as amended, it is hereby ordered that the collection of tolls on the said bridges be terminated.

<u>Toll Bridges</u>	<u>Provinces</u>
1. Bahi Toll Bridge	Camarines Sur
2. Bauang Toll Bridge	La Union
3. Marala Toll Bridge	Rizal

This Order shall take effect upon receipt of copy hereof by the Provincial Treasurers of Camarines Sur, La Union and Rizal.

Done in the City of Manila, this 5th day of June, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **FORTUNATO DE LEON**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 251
PRESCRIBING THE OFFICE HOURS TO BE OBSERVED IN THE DIFFERENT BUREAUS
AND OFFICES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR
CONTROLLED CORPORATIONS.

By virtue of the powers vested in me by Section 562 of the Revised Administrative Code, as amended by Republic Act No. 1880, approved June 21, 1957, I, CARLOS P. GARCIA, President of the Philippines, do hereby prescribe that the office hours of all bureaus and offices of the Government, including government-owned or controlled corporations, but except schools, courts, hospitals and health clinics, shall be from eight o'clock in the morning to twelve o'clock noon, and from one o'clock to five o'clock in the afternoon, from Monday to Friday: Provided, That, when the interests of the public service so require, the head of any Department, bureau, or office may extend the daily hours of labor for any or all of the employees under him, and may likewise require any or all of them to do overtime work not only on work days but also on holidays.

This Order shall take effect on July 1, 1957.

Done in the City of Manila, this 26th day of June, in the year of Our Lord, nineteen hundred and fifty-seven; and of the Independence of the Philippines, the eleventh.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **FORTUNATO DE LEON**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 252
AMENDING EXECUTIVE ORDER NO. 243, DATED MARCH 6, 1957, ENTITLED
“CONDONING THE TAXES ON ALL REAL PROPERTIES LOCATED IN THE
PROVINCE OF COTABATO”

The public interest so requiring, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by section 53 of Commonwealth Act No. 470, as amended by Commonwealth Act No. 534, do hereby amend Executive Order No. 243, dated March 6, 1957, by extending the period for the payment of all unpaid taxes and penalties corresponding to 1950 and previous years and 1955 to 1956, until November 30, 1957.

Done in the City of Manila, this 27th day of June, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(13), 4035.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 253

**ABOLISHING THE COMMITTEE ON THE RESTORATION OF THE RIZAL HOME IN
CALAMBA AND THE DAPITAN PARK IN ZAMBOANGA AND TRANSFERRING ITS
PERSONNEL, PROPERTY, ASSETS, AND RECORDS TO THE JOSE RIZAL NATIONAL
CENTENNIAL COMMISSION**

WHEREAS, the work of the Committee created by Administrative Order No. 76, dated December 16, 1948, on the restoration of the Rizal Home in Calamba and the Dapitan Park in Zamboanga has been almost completed;

WHEREAS, by virtue of a presidential directive, the Committee is also taking charge of the Fort Santiago Shrine in Manila; and

WHEREAS, the functions of the Committee merely duplicate those of the Jose Rizal National Centennial Commission created by Executive Order No. 52, dated August 10, 1954;

NOW, THEREFORE, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby abolish the Committee on the Restoration of the Rizal Home in Calamba and the Dapitan Park in Zamboanga and transfer its personnel, property, assets, and records to the Jose Rizal National Centennial Commission.

Done in the City of Manila, this 27th day of June, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(13), 4035-4036.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 254
CREATING THE JUAN LUNA CENTENNIAL COMMISSION

WHEREAS, Juan Luna de San Pedro, the first internationally famous Filipino, was born on October 23, one hundred years ago, in the municipality of Badoc, province of Ilocos Norte;

WHEREAS, the genius of Juan Luna, as a painter was a God-given gift to our country at a time of our history when we had the greatest need for the Philippines to be known in other countries;

WHEREAS, his great works of art which attracted international attention and admiration in Italy, France, Spain, and other European countries served to introduce the Filipino people and our history and culture for the first time to other peoples of the world;

WHEREAS, he was a lover of our land, expressing his patriotism in his art by painting memorable events of our history; and

WHEREAS, he placed freely and unreservedly his talent and skill with the brush in close and effective cooperation with the inspired pens of Rizal, M. del Pilar, Graciano Lopez-Jaena, Pardo de Tavera, and other heroes, to glorify our country;

NOW, THEREFORE, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, in appreciation of Juan Luna's various artistic productions and in recognition of his noble and patriotic services to our country, do hereby create a Juan Luna Centennial Commission, composed of the following:

- | | |
|--|----------|
| 1. Hon. Quintin Paredes | Chairman |
| 2. The Secretary of Education..... | Member |
| 3. Hon. Francisco Delgado | Member |
| 4. Hon. Antonio Raquiza..... | Member |
| 5. Hon. Pedro Singson Reyes | Member |
| 6. Hon. Alejo Santos | Member |
| 7. Hon. Ferdinand Marcos..... | Member |
| 8. Hon. Floro Crisologo..... | Member |
| 9. Hon. Ricardo Gacula..... | Member |
| 10. The Director of the National Museum | Member |
| 11. The Chairman, Philippines Historical Committee..... | Member |
| 12. The President, Art Association of the Philippines..... | Member |
| 13. The President, Philippine National Historical Society..... | Member |
| 14. The Director of Public Schools | Member |
| 15. The Director of Private Schools | Member |
| 16. Mr. Ramon J. Fernandez | Member |

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- | | |
|--|-----------|
| 17. Mr. Alfonso T. Ongpin | Member |
| 18. Mr. Eugenio Lopez..... | Member |
| 19. Mr. Modesto Farolan | Member |
| 20. Mrs. Andres Luna de San Pedro..... | Member |
| 21. Prof. Jose P. Apostol..... | Secretary |

The Commission shall organize itself as soon as possible. It shall prepare the general program of the Centenary activities. It is hereby authorized to call upon any department, bureau, office, agency, or instrumentality of the Government for such information or assistance as it may need in the performance of its functions.

The Commission shall render and publish within one year after the conclusion of the celebration a comprehensive report of the activities that will have taken place, for the information of our people.

Done in the City of Manila, this 27th day of June, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(13), 4036-4037.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 255
EXTENDING THE PROHIBITION TO SLAUGHTER CARABAOS UP TO DECEMBER 31, 1957

In order to carry out effectively the provisions of Republic Act No. 11 and to conserve our work animals for agricultural purposes, I, CARLOS P. GARCIA, President of the Philippines, do hereby order:

1. The prohibition to slaughter carabaos under Executive Order No. 228, dated January 7, 1957, is hereby extended up to December 31, 1957.

2. Permits to slaughter carabaos may be issued by the Provincial Commander, subject to the following conditions:

- a.* That the carabao is twenty (20) years old or over;
- b.* That the carabao is unfit for work;
- c.* That the carabao must be inspected personally by the Provincial Veterinarian and the Provincial Commander; and
- d.* That the Provincial Veterinarian and the Provincial Commander shall make a joint certification that the carabao is 20 years old or over and unfit for work.

3. In every case where a permit to slaughter carabao is issued, the Provincial Commander shall furnish the Office of the President copies of the pertinent papers.

Done in the City of Manila, this 23rd day of June, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the eleventh.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(13), 4038.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 256
CLASSIFYING MUNICIPAL DISTRICTS IN THE PHILIPPINES

Pursuant to the provisions of section twenty-six hundred and thirty of the Revised Administrative Code, as amended by section one of Republic Act Numbered Fifteen hundred and fifteen, the following municip districts are hereby classified, as herein indicated, in accordance with the schedule provided in said section one of Republic Act Numbered Fifteen hundred and fifteen, the basis of their average annual revenues for the four fiscal years Nineteen hundred and fifty-two to Nineteen hundred and fifty-five, as certified by the General Auditing Office:

BUKIDNON

<i>Municipal District</i>	<i>Class</i>	<i>Municipal District</i>	<i>Class</i>
Baungen.....	1st	Maramag.....	1st
Kibawe	1st	Pangantecan	3rd
Libona	1st	Sumilao	1st

ILOCOS SUR

Alilim	2nd	Sigay	3rd
Angaki.....	1st	Sugpon	3rd
Gregorio del Pilar	1st	Suyo	1st
San Emilio	1st		

LANAO

Bacolod Grande.....	3rd	Matongao.....	1st
Ditsaan Ramain.....	1st	Saguiaran.....	1st
Ganassi.....	1st	Tamparan.....	1st
Lumbatan.....	1st	Watu (Balindong)	1st

LA UNION

Bagulin	1st	Burgos	2nd
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MOUNTAIN PROVINCE

Atok	1st	Kayan	1st
Bakun	1st	Kiangan	1st
Balbalan	1st	Kibungan	1st
Banaue	1st	Lubuagan	1st
Bauko	1st	Mayoyao	1st
Besao	1st	Sabangan	1st
Bokod	1st	Sablan	1st
Bontoc	1st	Sadanga	2nd
Buguias	1st	Sagada	1st
Kabayan	1st	Tuba	1st
Kapangan	1st	Tublay	1st

Municipal Districts Central

Barlig	3rd	Luna	1st
Bayag	1st	Natonin	1st
Burnay	1st	Pinukpuk	1st
Conner	1st	Tanudan	2nd
Hunduan	2nd	Tinglayan	1st
Kabugao	1st		

PALAWAN

Balabac	1st
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SAMAR

Jipapad	2nd
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SULU

Balimbing	1st	Pata	1st
Bongao	1st	Patikul	1st
Cagayan de Sulu	1st	Siasi	1st
Indanan	1st	Simunul	1st
Luuk	1st	Sitangkai	1st
Maimbung	1st	South Ubian	1st
Marungas	4th	Taganak	1st
Panamao	1st	Talipao	1st
Pangutaran	1st	Tapul	1st
Parang	1st	Tongkil	1st

This classification takes effect as of July 1, 1956.

This supersedes Executive Order No. 235, dated February 13, 1957.

Done in the City of Manila, this 5th day of July, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(13), 4039-4040.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 257
PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLAN NO. 77
RELATIVE TO THE FOREST PRODUCTS RESEARCH INSTITUTE

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plan No. 77 which relate to the Forest Products Research Institute are hereby promulgated to govern the organization, powers, duties, and functions of said entity:

ORGANIZATION OF THE FOREST PRODUCTS RESEARCH INSTITUTE

SECTION 1. The organization, functions, and operation of the Forest Products Research Institute, hereinafter referred to as the "Institute," shall be in accordance with the provisions of Reorganization Plan No. 77, hereinafter referred to as the "Plan," and these Implementing Details.

SEC. 2. The organization of the Institute, as graphically depicted in the following organization chart, shall consist of the Forest Products Research Board; the Office of the Director which shall consist of the Director and the Assistant Director; and five divisions, namely: Administrative Services Division, Industrial Investigations Division, Wood Technology Division, Chemical Investigations Division, and Wood Preservation Division, with their subordinate sections and units.

Organization Chart

FOREST PRODUCTS RESEARCH INSTITUTE

FUNCTION STATEMENTS OF THE FOREST PRODUCTS RESEARCH INSTITUTE

Functions of the Forest Products Research Board

SEC. 3. The functions, powers, duties, and responsibilities of the Board shall consist of, but not be limited to, those specifically enumerated under section 13 of the Plan.

Functions of the Institute

SEC. 4. In addition to the functions, powers, duties, and responsibilities of the Institute as specifically enumerated under section 4 of the Plan, it shall have those functions which are transferred to it from the Forest Products Laboratory and Forest Products Research Section, Forest Investigation Division of the Bureau of Forestry which can be interpreted to include, but not be limited to, the following:

-
- a.* study, compare, and determine the strength properties and characteristics of different species of wood for the purpose of determining their usefulness as raw materials;
 - b.* develop new industries or improve old ones so that wood may carry its full share in the industrialization of the country;
 - c.* make wood products serve the users better through increased durability and suitability;
 - d.* conduct studies to distinguish one wood from another and analyze their structural characteristics;
 - e.* study the best methods of producing plywood and glued products and find the suitability of the different species for the manufacture of pulp, paper, wallboard, and similar products;
 - f.* conduct natural and artificial seasoning of the different species of wood for industrial use;
 - g.* study the uses of minor products of the forest, such as rattan, resin, extractives, and others with a view to develop or improve industries based on them;
 - h.* study the durability and treatability of different Philippine woods and search for preservatives and methods of treatment that will protect them from fungus and insect pests; and
 - i.* effectuate such other investigations as will make research a sustaining element in the general objectives of promoting the integration of forest industries.

Functions of the Office of the Director

SEC. 5. The functions, powers, duties, and responsibilities of the Director or the Assistant Director in the former's absence or temporary inability to perform office functions, and upon proper designation, shall consist of, but not be limited to, those specifically provided under section 14 of the Plan. In addition, the Assistant Director shall advise and assist the Director in the development of policies, financial programs, and research programs, in conducting the business and research activities of the Institute, in attending meetings and conferences, and shall undertake such other responsibilities and functions as the Director may delegate.

Functions of the Administrative Services Division

SEC. 6. The Administrative Services Division shall, among others, provide housekeeping and auxiliary services needed by the various divisions and sections of the Institute, including personnel administration, budgets, internal audits, fiscal management and disbursement, procurement, installation, records and maintenance, organization and methods analysis, liaison and information services, reference and library services, and common office services. It shall also provide such secretarial, clerical, and other auxiliary services as may be needed by the Board, including keeping of minutes of Board meetings.

SEC. 7. The Administrative Services Division shall have five sections and Liaison Unit in Manila, with specific duties and responsibilities as follows:

- a.* The Personnel Section shall have the following functions, among others:

- (1) initiate and maintain a personnel program consistent with existing civil service and other personnel laws, rules, and regulations, which includes training of personnel, analysis of positions and qualifications, setting standards for selective recruitment, appointments, transfers, and related work;

(2) process such papers as appointments, promotions, reinstatements, requests for leave of absence, personnel investigations and disciplinary actions, and other personnel transactions which need action by the Director;

(3) keep and maintain current personnel records and a plantilla of personnel for the Institute; and

(4) carry on a vigorous and continuous campaign to promote the safety and health of employees, avoid possible hazards in the operation of the apparatus and equipment and other activities of the Institute, and develop safety consciousness in employees.

b. The Budget and Finance Section shall have the following functions, among others:

(1) prepare, review, and consolidate budget estimates with justification data for budget requests, and submit the same to proper authorities;

(2) pass or availability of funds for purchasing equipment and supplies and for other expenditures, and prepare vouchers and checks covering payments therefor;

(3) control expenditures in accordance with budgetary allotments;

(4) handle receipt and disbursement activities, the preparation of payrolls and payment of salaries of employees, and report collections, deposits, and disbursements as required by accounting and auditing rules and regulations; and

(5) maintain adequate records of budget, financial, contractual, and business activities and obligations of the Institute.

c. The Engineer and Shops Section shall have the following functions, among others:

(1) perform plant construction, installation, repair and maintenance, or supervise the performance of the same by contractors;

(2) operate the Institute's sawmills and shops and the mechanical and electrical equipment for general service, not assigned to some other division or section;

(3) make plans for plant layout and construction, and study the more efficient operation of plant machinery and equipment; and

(4) operate the Institute's motor pool.

d. The General Services Section shall have the following functions, among others:

(1) procure, keep and maintain the Institute's property, supplies, and equipment, and dispose of, under strict regulations, property that has become worn out, obsolete, or useless;

(2) maintain adequate records of supplies and equipment received and issued to entities and officials of the Institute and keep current inventories of property, supplies, and equipment;

(3) handle purchase requisitions and make purchases for the entities and officials of the Institute;

(4) supervise use and maintenance of office equipment and property;

(5) keep and maintain records, reports, and documents not specifically assigned to other sections of the Division or other Divisions;

(6) maintain and manage the janitorial, messengerial, clerical, security, and other facilitating services;

(7) provide for the maintenance of buildings and grounds;

(8) develop and maintain currently a manual or manuals of rules, regulations, policies, and standard operating procedures of the Institute with instructions for their use with assistance from other sections and divisions; and

(9) receive, sort, distribute, dispatch, and record incoming and outgoing mail, correspondence, and other written communications.

e. The Publications and Information Section shall have the following functions, among others:

(1) prepare informational material for press release and publication purposes submitted by any of the divisions and units of the organization;

(2) facilitate the exchange of technical information on forestry and forest products between the Institute and the Bureau of Forestry, with industry and the general public;

(3) handle publication and public relations activities of the Institute;

(4) maintain liaison with entities of the government concerned with the dissemination of informational and educational materials to the public; and

(5) maintain and administer the technical reference library of the Institute.

f. The Manila Liaison Unit shall be located in the Bureau of Forestry and have the following functions, among others:

(1) serve as a government liaison and local industry contact office;

(2) attend to local procurement of supplies and equipment in accordance with delegated authority; and

(3) provide information to the public, as requested locally.

SEC. 9. The functions, powers duties, and responsibilities of the Industrial Investigations Division shall include, among others, investigations on the mechanical properties of wood, comparison of behavior of different species under various woodworking operations, recommendations as to uses for which different species are suited, and assistance to manufacturers in selecting suitable wood.

SEC. 10. The Industrial Investigations Division shall have two sections, with specific duties and responsibilities as follows:

a. The Mechanical Properties Section shall have the following functions, among others:

(1) investigate the mechanical properties of different species of wood, including tests on static bending, impact bending, toughness, compression, shear, hardness and other mechanical properties as needed;

(2) investigate the strength of nailed, bolted, and similar joints used in timber structures to compare their effectiveness and usefulness under different conditions; and

(3) investigate the strength of structural elements of timber such as posts, beams, trusses, laminated beams and arches, and similar members to determine their reliability and to assist in their efficient design.

b. The Quality, Evaluation, Machining, and Selection Section shall have the following functions, among others:

-
- (1) compare and evaluate different species of wood with regard to their behavior and response during various processing operations, such as sawing, nailing, planing, sanding, boring, painting, varnishing, and the like;
 - (2) recommend the uses for which the various species of wood are best suited, according to their specific gravity, individual strength properties, shrinkage, seasoning properties, durability and other characteristics, properties, and behavior;
 - (3) assist manufacturers and others in selecting the most suitable woods for various kinds of wood products; and
 - (4) assist in finding suitable uses for neglected species that are not now in profitable commercial use.

Functions of the Wood Technology Division

SEC. 11. The functions, powers, duties, and responsibilities of the Wood Technology Division shall include, among others, investigations on the microscopic structure of woods, the relations between structure and properties, the manufacture of veneer, plywood, and laminated products, the gluing of wood, and the production of minor forest products.

SEC. 12. The Wood Technology Division shall have three sections, with specific duties and responsibilities as follows:

a. The Wood Structure Museum and Herbarium Section shall have the following functions, among others:

- (1) investigate the microscopic anatomical structure of wood of different species in order to determine their distinguishing characteristics;
- (2) investigate the relations between the microscopic and macroscopic structure of different species and their properties and usefulness;
- (3) investigate the fiber length, diameter, and other related characteristics of wood fibers to provide information on their suitability for paper making and on palm fibers to provide information on their suitability for brush manufacture;
- (4) maintain the wood collection of the Institute, to serve as basic reference material for the identification of unknown wood samples and the herbarium material collected for establishing the species identification of the trees used in the Institute testing program; and
- (5) maintain a museum for the illustration and demonstration of forest products, processing methods, results of research and related material.

b. The Veneer, Plywood, and Gluing Section shall have the following functions, among others:

- (1) investigate the suitability for veneer and plywood of species not now used for the purpose and develop the techniques for using them successfully;
 - (2) develop improvements in the methods used for manufacturing veneer and plywood and in the properties of the finished products from the species now in use; and
 - (3) study the gluing properties of different species of wood and develop the technique of using them successfully in the manufacture of laminated structural timbers and other glued products.
-

c. The Minor Forest Products Section shall have the following functions, among others:

(1) investigate the production and marketing of the minor, non-chemical products of the forest, such as fibers, barks, nuts, and other miscellaneous products, for the purpose of encouraging their production, improving their quality and increasing their marketability and usefulness; and

(2) stimulate the small scale manufacture of wood products from waste or other residues by means of inexpensive machinery or equipment.

Functions of the Chemical Investigations Division

SEC. 13. The functions, powers, duties, and responsibilities of the Chemical Investigations Division shall include, among others, the investigation of the pulping, wallboard, and paper-making properties of different wood species, the chemical analysis of different species, and the production and processing of minor chemical products.

SEC. 14. The Chemical Investigations Division shall have two sections, with specific duties and responsibilities as follows:

a. The Pulping and wallboard Section shall have the following functions, among others:

(1) investigate the pulping and paper-making properties and processing of the different species of wood and find out which species and mixtures can be used profitably for manufacturing paper of various commercial kinds; and

(2) study the manufacture of wallboards and hardboards by different methods from the various species and develop the technique of producing acceptable grades and qualities from different species and mixtures.

b. The Chemical Composition Section shall have the following functions, among others:

(1) study the chemical composition and properties of different species of wood and look for characteristics and chemical differences that bear on wood suitability for various uses or may make them attractive as sources of tannins or other extractives of commercial value;

(2) make chemical studies of all kinds needed to improve chemical processing or properties or encourage the profitable and more efficient utilization of forest and mill wastes and by-products; and

(3) study minor chemical products, especially those that can be produced from waste woods, such as charcoal, extractives, and other chemical by-products and develop improvements in processing needed to make them commercially useful and profitable.

Functions of the Wood Preservation Division

SEC. 15. The functions of the Wood Preservation Division shall include, among others, the investigation of the seasoning and physical properties of different species, the study of the ability of different species to take preservative treatment, the study of the habits of wood-damaging fungi and insects and the search for methods for their control, investigation of the decay, insect, and fire resistance of different species, and investigations on the effectiveness of wood preservatives.

SEC. 16. The Wood Preservation Division shall have four sections, with specific duties and responsibilities as follows:

a. The Physical Properties and Seasoning Section shall have the following functions, among others:

- (1) investigate and compare the physical properties of wood such as shrinkage, specific gravity, electrical properties, and moisture relations;
- (2) study and compare the seasoning properties of different woods by air drying and kiln drying methods in order to classify them with regard to their ease of seasoning; and
- (3) devise practical means or drying schedules for air drying or kiln drying; each important species with minimum loss or damage.

b. The Wood Preservative Treatment Section shall have the following functions, among others:

- (1) investigate the treatability of different species in order to classify them with regard to their resistance to impregnation with wood preservatives;
- (2) devise practical methods and treatments to overcome the resistance to penetration in the species that are difficult to impregnate;
- (3) study and compare the natural resistance of different species to fungi and insects;
- (4) compare through field tests the effectiveness of different preservatives and treatments in prolonging the life of wood exposed to deteriorating conditions; and
- (5) compare the fire resistance of different species and devise means of increasing the resistance by means of impregnated chemicals or coating.

c. The Pathology Section shall have the following functions, among others:

- (1) study the life habits of wood destroying and wood staining fungi, in order to avoid their depredations;
- (2) study the blue staining of rattan and lumber and devise methods for its prevention; and
- (3) make laboratory tests on the toxicity and effectiveness of wood preservatives and stain preventives.

d. The Entomology Section shall have the following functions, among others:

- (1) investigate the life habits of insects that damage wood, in order to find ways to avoid their attacks;
 - (2) investigate the damage caused by log-boring insects in freshly cut logs and the effectiveness of methods and materials for preventing the damage; and
 - (3) devise methods for protecting wood products and wood structures from the attacks of boring insects such as termites (anay), powder-pest beetles (bokbok) and the like.
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REALLOCATION OF APPROPRIATIONS

SEC. 17. From the total appropriations authorized for the period from July first, nineteen hundred and fifty-six to June thirtieth, nineteen hundred and fifty-seven, consisting of the following:

a. Under Republic Act Numbered 1600

(1) For the Forest Products Laboratory, Bureau of Forestry, General Fund	₱325,720.00
(2) For the Forest Products Research Section, Bureau of Forestry, General Fund	22,320.00
(3) For the Administrative Division, Bureau of Forestry, General Fund	4,200.00
(4) For the National Economic Council, CP 774	59,980.00
TOTAL APPROPRIATIONS.....	<u>₱412,220.00</u>

the following sums, subject to adjustment by the Commissioner of the Budget based on the unexpended balance of the appropriations available as of the effective date of these Implementing Details, are reallocated for the operation of the Institute during the period from July first, nineteen hundred and fifty-six to June thirtieth, nineteen hundred and fifty-seven, except where otherwise provided:

A. CURRENT OPERATING EXPENDITURES

(1) *Forest Products Research Institute*PROGRAM I: ADMINISTRATION AND EXECUTION OF
RESEARCH ON THE UTILIZATION OF FOREST PRODUCTS

For the administration and execution of research on the utilization of forest products, including executive direction and administrative services and research: Provided, That out of this appropriation so much as may be necessary shall be made available, from the lump sum of ₱7,892 for emergency laborers for the payment of per diems of the members of the Forest Products Research Board at ₱25 each per meeting actually attended, but not to exceed ₱100 in any month: *Provided, further,* That only those members who are not government employees are entitled to per diems

members who are not government employees are entitled to per diems	₱412,220.00
(1) Executive Direction and Administrative Services	₱136,880.00
(2) Research.....	<u>275,340.00</u>

TOTAL FUNDS.....	<u>412,220.00</u>
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TOTAL APPROPRIATIONS.....	412,220.00
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B. SPECIAL PROVISIONS

The total current operating expenditures of ₱412,220 authorized for the Institute in these Implementing Details shall be paid out of the following funds:

a. Counterpart Fund	₱59,980.00
b. General Fund.....	352,240.00

C. GENERAL PROVISIONS

The “General Provisions” of Republic Act Numbered Sixteen hundred, to which reference is hereby made, shall remain in full force and effect and is made a part of this Section on “Reallocation of Appropriations,” except that Section 16, thereof, “Officials entitled to transportation allowance,” is modified to include therein the Director of Forest Products Research Institute; and section 17 thereof, “Bureaus and offices entitled to use, operate, and maintain government motor vehicles and launches,” is modified to include the Forest Products Research Institute.

SEC. 19. The following Staffing Pattern by project activity is provided for the Institute for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, subject to the provisions of Reorganization Plans Nos. 1-A, 2-A and 3-A, except that authority is hereby granted to the Director subject to approval of the Commissioner of the Budget, to make necessary salary adjustments resulting from final selection of personnel to fit the positions in the Staffing Pattern, in order that no incumbent receives a reduction in salary, and further to make necessary salary adjustments resulting from new appointments, promotions, or salary increases: *Provided*, That no such adjustment may result in a salary rate which exceeds the minimum of the applicable salary range as provided in Reorganization Plan No. 2-A: *Provided, further*, That new appointments, promotions, and salary increases presently pending which would exceed the maximum rate of the appropriate salary range are cancelled until further notice: *And provided, finally* That nothing in the said Staffing Pattern shall be construed as depriving the Government Survey and Reorganization Commission, during its existence and the Commissioner of the Budget thereafter, of its power to make changes therein, to correct mistakes, discriminations, or other injustices that may, in its opinion, have been committed in the preparation thereof:

(1) *Forest Products Research Institute*PROGRAM I: ADMINISTRATION AND EXECUTION OF RESEARCH ON THE
UTILIZATION OF FOREST PRODUCTSPROJECT 1: *Executive Direction and Administrative Services*

Class title	Number	Salary range	Amount
OFFICE OF THE DIRECTOR			
Director of Forest Products Research Institute	1	(55)	₱6,000.00
Assistant Director, Forest Products Research Institute	1	(52)	5,100.00
Secretary	<u>1</u>	(30)	<u>2,544.00</u>
OFFICE TOTAL	<u>3</u>		<u>₱13,644.00</u>
ADMINISTRATIVE SERVICES DIVISION			
<i>Office of the Chief</i>			
Administrative Officer II (Division Chief)	1	(45)	₱3,984.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>

Class title	Number	Salary range	Amount
<i>Personnel Section</i>			
Personnel Officer I (Section Chief)	1	(37)	₱3,120.00
Personnel Aide	1	(25)	1,980.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>3</u>		<u>₱6,660.00</u>
<i>Budget and Finance Section</i>			
Budget Officer I (Section Chief)	1	(39)	₱3,960.00
Cashier	1	(32)	2,808.00
Accounting Clerk II	1	(25)	1,980.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>4</u>		<u>₱10,308.00</u>
<i>Engineering and Shops Section</i>			
Mechanical Plant Chief (Section Chief)	1	(42)	₱3,720.00
Mechanical Plant Supervisor	1	(31)	2,280.00
Senior Mechanical Plant Operator	1	(27)	1,800.00
Mechanical Plant Operator II	1	(23)	1,800.00
Field Electrician	1	(23)	1,560.00
Heavy Equipment Operator	1	(23)	1,800.00
Carpenter	4	(23)	6,120.00
Mechanical Plant Operator I	1	(21)	1,560.00
Light Equipment Operator II	<u>1</u>	(20)	<u>1,560.00</u>
	<u>12</u>		<u>₱22,200.00</u>
<i>General Services Section</i>			
Administrative Assistant II (Section Chief)	1	(37)	₱2,400.00
Storekeeper I	1	(23)	1,560.00
Security Guard	4	(22)	6,120.00
Clerical Aide	1	(18)	1,440.00
Groundsman-Gardener	1	(14)	1,440.00
Janitor	3	(14)	4,320.00
Laborer	<u>7</u>	(14)	<u>10,080.00</u>
	<u>18</u>		<u>₱27,360.00</u>
<i>Publications and Information Section</i>			
Information Editor II (Section Chief)	1	(36)	3,432.00
Senior Librarian	1	(33)	2,760.00
Microphotographer	1	(30)	2,040.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>4</u>		<u>₱9,792.00</u>

Class title	Number	Salary range	Amount
<i>Manila Liaison Unit</i>			
Forester III	1	(39)	₱3,480.00
Assistant Buyer	1	(26)	2,040.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>3</u>		<u>₱6,960.00</u>
DIVISION TOTAL	<u>46</u>		<u>₱89,064.00</u>
TOTAL PERMANENT POSITIONS—SALARIES	<u>49</u>		<u>₱102,708.00</u>
LUMP SUM FOR WAGES OF EMERGENCY LABORERS			<u>7,892.00</u>
TOTAL SALARIES AND WAGES (PROJECT 1)			<u>₱110,600.00</u>

PROJECT 2: *Research*
INDUSTRIAL INVESTIGATIONS DIVISION

Class title	Number	Salary range	Amount
<i>Office of the Chief</i>			
Supervising Forestry Research Scientist (Division Chief)	1	(50)	₱4,200.00
Stenographer	<u>1</u>	(25)	<u>1,980.00</u>
	<u>2</u>		<u>₱6,180.00</u>
<i>Mechanical Properties Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	₱3,120.00
Junior Forestry Research Scientist	3	(34)	7,560.00
Computer I	1	(25)	1,800.00
Forestry Laboratory Aide	1	(18)	1,560.00
Laborer	<u>2</u>	(14)	<u>2,880.00</u>
	<u>8</u>		<u>₱16,920.00</u>
<i>Quality, Evaluation, Machining, and Selection Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	₱3,120.00
Forestry Research Scientist	1	(41)	*2,730.00
Junior Forestry Research Scientist	1	(34)	2,400.00
Forestry Laboratory Aide	<u>2</u>	(18)	<u>3,000.00</u>
	<u>5</u>		<u>₱11,250.00</u>
DIVISION TOTAL	<u>15</u>		<u>₱34,350.00</u>

* Funds available beginning August 16, 1956..

WOOD TECHNOLOGY DIVISION

Class title	Number	Salary range	Amount
<i>Office of the Chief</i>			
Supervising Forestry Research Scientist (Division Chief)	1	(50)	₱4,800.00
Senior Forestry Research Scientist	1	(47)	4,800.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>3</u>		<u>₱11,160.00</u>
<i>Wood Structure, Museum, and Herbarium Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	₱4,800.00
Forester II	1	(34)	***2,200.00
Junior Forestry Research Scientist	1	(34)	1,800.00
Forestry Laboratory Technician	<u>1</u>	(24)	<u>1,800.00</u>
	<u>4</u>		<u>₱10,600.00</u>
<i>Veneer, Plywood, and Gluing Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	₱2,760.00
Junior Forestry Research Scientist	2	(34)	4,800.00
Forestry Laboratory Aide	1	(18)	1,560.00
Laborer	<u>3</u>	(14)	<u>4,320.00</u>
	<u>7</u>		<u>₱13,440.00</u>
<i>Minor Forest Products Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	₱2,760.00
Forester II	<u>1</u>	(34)	<u>2,400.00</u>
	<u>2</u>		<u>₱5,160.00</u>
DIVISION TOTAL	<u>16</u>		<u>₱40,360.00</u>

CHEMICAL INVESTIGATIONS DIVISION

Class title	Number	Salary range	Amount
<i>Office of the Chief</i>			
Chief Research Chemist I (Division Chief)	1	(50)	₱4,800.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>2</u>		<u>₱6,360.00</u>
<i>Pulping and Wallboard Section</i>			
Senior Research Chemist (Section Chief)	1	(48)	₱3,960.00
Research Chemist I	1	(41)	2,760.00
Analytical Chemist	1	(34)	2,400.00
Chemical Laboratory Technician	1	(24)	2,400.00

Class title	Number	Salary range	Amount
Chemical Laboratory Technician	2	(24)	*3,300.00
Chemical Laboratory Aide	1	(18)	1,560.00
Laborer	<u>3</u>	(14)	<u>4,320.00</u>
	<u>10</u>		<u>P20,700.00</u>
<i>Chemical Composition Section</i>			
Senior Research Chemist (Section Chief)	1	(48)	P2,760.00
Research Chemist I	1	(41)	*2,530.00
Analytical Chemist	1	(34)	2,400.00
Analytical Chemist	1	(34)	2,400.00
<i>Chemical Composition Section</i>			
Chemical Laboratory Technician	1	(24)	1,800.00
Chemical Laboratory Technician	1	(24)	*1,650.00
Chemical Laboratory Aide	1	(18)	1,560.00
Laborer	<u>1</u>	(14)	<u>1,440.00</u>
	<u>8</u>		<u>P16,540.00</u>
DIVISION TOTAL	<u>20</u>		<u>P43,600.00</u>

WOOD PRESERVATION DIVISION

<i>Office of the Chief</i>			
Supervising Forestry Research Scientist (Division Chief)	1	(50)	P4,800.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>2</u>		<u>P6,360.00</u>
<i>Physical Properties and Seasoning Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	*P3,630.00
Forestry Research Scientist	1	(41)	3,120.00
Junior Forestry Research Scientist	1	(34)	2,760.00
Junior Forestry Research Scientist	1	(34)	*2,530.00
Forestry Laboratory Technician		(24)	*1,650.00
Laborer	<u>3</u>	(14)	<u>4,320.00</u>
	<u>8</u>		<u>P18,010.00</u>
<i>Wood Preservative Treatment Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	*P3,630.00
Forestry Research Scientist	1	(41)	3,120.00
Junior Forestry Research Scientist	2	(34)	5,520.00
Forestry Laboratory Technician	1	(24)	1,800.00
Laborer	<u>2</u>	(14)	<u>2,880.00</u>
	<u>7</u>		<u>P16,950.00</u>

* Funds available August 1, 1965.

<i>Pathology Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	₱4,800.00
Junior Forestry Research Scientist	1	(34)	2,400.00
Junior Forestry Research Scientist	1	(34)	*2,530.00
Forestry Laboratory Technician	<u>1</u>	(24)	<u>1,800.00</u>
	<u>4</u>		<u>₱11,530.00</u>
<i>Entomology Section</i>			
Senior Forestry Research Scientist (Section Chief)	1	(47)	₱2,400.00
Junior Forestry Research Scientist	1	(34)	**1,150.00
<i>Entomology Section</i>			
Forestry Laboratory Technician	<u>1</u>	(24)	<u>**750.00</u>
	<u>3</u>		<u>₱4,300.00</u>
DIVISION TOTAL	<u>24</u>		<u>₱57,150.00</u>
	<u>75</u>		<u>₱175,460.00</u>
SUMMARY			
TOTAL PERMANENT POSITIONS-SALARIES	124		₱278,168.00
TOTAL FOR WAGES OF EMERGENCY LABORERS			<u>7,892.00</u>
TOTAL SALARIES AND WAGES			<u>₱286,060.00</u>

PERSONNEL OF THE INSTITUTE

SEC. 20. The personnel structure of the Institute for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, shall conform to the Staffing Pattern provided in these Implementing Details.

SEC. 21. Except where the law provides otherwise, all appointments to positions authorized in the Staffing Pattern shall be subject to the requirements of the civil service and other personnel laws, rules, and regulations: *Provided*, That all personnel in the present staff who meet such requirements shall be employed before consideration is given to the employment of other persons, subject to the approval of the Government Survey and Reorganization Commission and the President.

DELEGATION OF AUTHORITY

SEC. 22. Any delegation of authority required or authorized by these Implementing Details shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; shall define the extent to which each delegatee will be held responsible for results; and shall vest each delegatee with sufficient authority to enable him to discharge his assigned responsibility. Such delegations, where specifically provided by these Implementing Details, shall be within the limits of the provisions of these Implementing Details: *Provided*, That nothing in this Section shall be construed to prevent other delegations.

* Funds available beginning August 1, 1965.

** Funds available beginning February 1, 1957.

PARTIAL INVALIDITY

SEC. 23. If any provision of these Implementing Details should be held invalid, the other provisions shall not be affected thereby.

TIMING OF ADMINISTRATIVE ACTIONS

SEC. 24. The President of the University of the Philippines shall direct the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and by these Implementing Details within sixty days from the effective date of the Implementing Details. In the interim, each entity shall continue to perform its existing functions until such time as the Secretary of Agriculture and Natural Resources orders change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as the Secretary of Agriculture and Natural Resources orders otherwise.

Done in the City of Manila, this 5th day of July, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(14), 4359-4375.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 258RETURNING TO THE MUNICIPALITY OF KOLAMBUGAN, PROVINCE OF LANAO, CERTAIN
SITIOS OF THE MUNICIPAL DISTRICT OF TANGCAL, SAME PROVINCE

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the sitios of Palao, Mintering, Inome, Lindungan, and Panisilin, which are included within the barrios of Meladoc Small, Meladoc Big, Lamosa, Pilingkingan, and Berowar, respectively, of the municipal district of Tangcal, province of Lanao, are hereby segregated from the said municipal district and returned to the municipality of Kolambugan, same province, to which they belonged prior to their becoming parts of Tangcal.

This Order shall take effect immediately.

Done in the City of Manila, this 11th day of July, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(14), 4376.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 259
CREATING THE MUNICIPALITY OF SAN ENRIQUE IN THE PROVINCE OF ILOILO

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios of Abaca, Asisig, Bantayam, Cabugao Nuevo, Cabugao Viejo, Camiri, Catan-agan, Compo, Cubay, Dacal, Dumilis, Garita, Gines Nuevo, Imbang Pequeño, Imbisad-an, Iprog, Lip-ac, Madarag, Mapili, Paga, Palge, Quinolpan, Romagayray, San Antonio, San Enrique, and Tambunac, all of the Municipality of Passi, province of Iloilo, are hereby segregated from said municipality and constituted into an independent municipality in said province, to be known as the municipality of San Enrique with the seat of government at the barrio of San Enrique.

The municipality of Passi shall have the same territory minus that comprised in the municipality of San Enrique.

The municipality of San Enrique shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Passi, after the segregation therefrom of the barrios comprised in the municipality of San Enrique, can still maintain creditably its municipal government, meet all its statutory and contractual obligations and provide for the essential municipal services.

Done in the City of Manila, this 12th day of July, in the year of Our Lord, nineteen hundred and fifty-seven, and the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **FORTUNATO DE LEON**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 260
REGULATIONS GOVERNING SENIORITY, PROMOTION, AND SEPARATION FROM THE
SERVICE OF RESERVE OFFICERS OF THE ARMED FORCES OF THE PHILIPPINES

Pursuant to subsections (e) and (f), section 22, of the National Defense Act, as amended, I, Carlos P. Garcia, President of the Philippines, do hereby prescribe the following regulations governing seniority, promotion, and separation from the service of Reserve officers of the Armed Forces of the Philippines:

I. Seniority

1. *a.* The relative seniority of all Reserve officers prior to the promulgation of this Order shall be as established under Executive Order No. 212, dated July 6, 1939, and regulations not inconsistent therewith.

b. The names of all such officers shall be carried in separate promotion lists similar to those established for Regular officers of like grade.

2. The relative seniority of Reserve officers originally appointed in or promoted to any permanent grade on or after the promulgation of this Order shall be established as follows:

a. Their names shall be placed at the bottom of the applicable grade and promotion list established pursuant to paragraph 1 above, in the order of their effective dates of appointment or promotion.

b. Seniority among officers originally appointed on the same date and in the same grade and promotion list, shall be as specified in their orders of appointment.

c. Seniority among officers promoted to the same grade on the same date shall be in accordance with their relative seniority in the previous grade, unless otherwise required by operation of law.

3. *a.* Relative seniority established pursuant to paragraphs 1 and 2 above shall not hereafter be affected by active service nor changed except as a result of separations, appointments, promotions, loss of seniority pursuant to an approved sentence of a court-martial, and other changes due to the operation of law and regulations.

b. The Chief of Staff shall cause all changes in the promotion lists to be published at least once each year.

II. Promotion

4. *Reserve officers on inactive status.*—Reserve officers on inactive status shall become eligible for promotion to the next higher permanent grade upon satisfying the following minimum requirements:

a. There must be a vacancy in the peacetime procurement objective of the Reserve Force for the grades of Major and higher.

b. Completion of the following time in permanent grade (inactive and active); three (3) years as second lieutenant for promotion to first lieutenant; four (4) years as first lieutenant for promotion to captain; five (5) years as captain for promotion to major; six (6) years as major for promotion to lieutenant colonel; seven (7) years as lieutenant colonel for promotion to colonel; and two (2) years as colonel for promotion to brigadier general: *Provided*, That any officer shall, for purposes of promotion in permanent grade, be credited with at least the same time in permanent grade as any officer below him in the same grade and promotion list.

c. Completion of twenty-one (21) days active duty training in grade, or equivalent training prescribed by the Chief of Staff, subject to waiver by the Chief of Staff or the Secretary of National Defense, as the exigencies of the service may require.

5. *Reserve officers on extended tour of active duty for six months or more.*—Reserve officers serving on extended tour of active duty for six (6) months or more shall be promoted in permanent and temporary grade in accordance with the laws and regulations prescribed for Regular officers of like grade and branch of service: *Provided*, That in applying to such Reserve officers the length of service requirements prescribed for the promotion of Regular officers, both the active and inactive service of such Reserve officers shall be counted.

b. The Reserve officers hereinabove specified, if found qualified, shall also be promoted in permanent grade whenever any Reserve officer on inactive status who is below them in the same grade and promotion list, is promoted in permanent grade.

c. Should the promotion of an officer by operation of subparagraph *b* above result in there being an excess of officers that can be maintained on active duty in that grade, the President may appoint and call him for extended tour of active duty in the next lower temporary grade. An officer serving in a lower temporary grade shall retain his permanent grade (inactive) in the Reserve Force.

d. As long as any Reserve officer continues to serve in a lower temporary grade, no other Reserve officer in the same promotion list shall (1) be called to an extended tour of active duty for six months or more in the permanent grade of the former; or (2) be promoted to the permanent grade of the former by operation of subparagraph *a* above.

6. *Readjustment of Pre-War Grades.*—*a.* Notwithstanding the provisions of this Order, all Reserve officers whose prewar grades have not as yet been readjusted shall be entitled to have such grades readjusted by not more than two grades above their permanent grades in 1941, under such rules and regulations as the Chief of Staff, upon approval by the Secretary of National Defense, may prescribe: *Provided*, That such readjustment of grades shall follow as closely as practicable the policies which governed the readjustment of the pre-war grades of Reserve Officers in 1948.

b. Should the readjustment in grade of any Reserve officer who is on extended tour of active duty for six months or more result in their being an excess of officers that can be maintained on active duty in that grade, the President may appoint and call such Reserve officer to active duty in the next lower temporary grade.

III. *Separation from the Service*

7. *Methods.*—Appointments of officers in the Reserve Force of the Armed Forces of the Philippines are terminated by:

- a.* Death
- b.* Resignation
- c.* Discharge
- d.* Forfeiture
- e.* Dismissal
- f.* Dropping from the rolls

8. *Death*.—The death of a Reserve officer on active duty shall be reported as prescribed in the case of a Regular officer. The death of a Reserve officer on inactive status shall be reported by the commander of the Military Area where the death occurred to the Adjutant General, giving the place, date, and circumstances. All persons in the military service are enjoined to report the death of any Reserve officer on inactive status coming to their notice, should they have reason to believe that such report will not otherwise be made. Each report of death should, whenever, practicable, include the name, address, and degree of relationship of the nearest relative.

9. *Resignation*.—Resignation of Reserve officers in whatever duty status shall be forwarded through military channels to the Adjutant General. They shall be tendered in letter form, shall be unconditional, and shall contain a statement of the reasons for which submitted. The resignation of a Reserve officer during the existence of a state of war or other grave emergency shall not be considered until six months after the war or grave emergency is terminated.

10. *Discharge*.—Any Reserve officer may be discharged at any time in the discretion of the President. Discharge shall be the form of separation in all cases not otherwise covered, including the following:

a. Misconduct, inefficiency, or other unfitness.—(1) Reports or charges of misconduct, inefficiency, or other unfitness on the part of any Reserve officer on extended tour of active duty for six months or more, shall be investigated and disposed of in the manner and under the regulations prescribed for Regular officers.

(2) Reports and charges of misconduct, inefficiency, or other unfitness on the part of any Reserve officer on inactive status shall be forwarded to the Commander of the Military Area wherein the Reserve officer resides, who shall cause such investigation to be conducted as he may deem necessary, or as may be directed by higher authority. When the Area Commander deems it necessary, or should the officer concerned so request in writing, he shall convene a suitable board of not less than three (3) officers to further investigate the matter. The officer whose fitness is being inquired into shall always be informed of the alleged misconduct, inefficiency, or other unfitness, and be given an opportunity for a hearing before a board of officers in person and/or by counsel, or by brief, as he may elect. At least one (1) Reserve officer on inactive status shall be included in the membership of such board. Proceedings of the board of officers, together with the action and recommendation of the convening authority, shall be forwarded to the Chief of Staff for appropriate action.

b. Inability to locate after reasonable effort; failure to reply to official communication.—Where the discharge of a Reserve officer on inactive status is recommended by the appropriate Area Commander, or other proper authority, because his whereabouts cannot be ascertained in spite of diligent efforts or because of his repeated failure to reply to official communications, copies of the communications returned unclaimed or remaining unanswered, or the substance thereof, together with the dates and addresses used and other pertinent information, shall be forwarded to the Adjutant General for appropriate action.

c. Other causes that may render desirable the discharge of a Reserve officer shall be reported to the proper Area Commander, or to the Adjutant General, Armed-Forces of the Philippines.

11. *Forfeiture*.—Any Reserve officer shall automatically forfeit his appointment in the Reserve Force upon (a) his final conviction of a crime involving moral turpitude before a civil court; or (b) his entry into the military service of a foreign country; or (c) his loss of Philippine citizenship.

12. *Dismissal; Dropping from the Rolls*.—a. A Reserve officer shall not be dismissed in time of peace except pursuant to the approved sentence of a court-martial.

b. A Reserve officer may be dropped from the rolls only when he is on active duty and pursuant to Article of War 117.

Except as may be necessary in ascertaining and preserving the relative seniority of Reserve officers pursuant to paragraph 1 above, this Order supersedes Executive Order No. 213, dated July 6, 1939.

Done in the City of Manila, this 24th day of July, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

FORTUNATO DE LEON

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(14), 4378-4382.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 261
CREATING THE MUNICIPALITY OF SAPANG DALAGA IN THE PROVINCE OF MISAMIS
OCCIDENTAL

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios of Sapang Dalaga, Casul, Caluya, Guinabut, Bautista, and Sina-ad, all of the municipality of Baliangao, province of Misamis Occidental, are hereby segregated from said municipality and constituted into an independent municipality in said province, to be known as the municipality of Sapang Dalaga with the seat of government at the barrio of Sapang Dalaga.

The municipality of Baliangao shall have the same territory minus that comprised in the municipality of Sapang Dalaga.

The municipality of Sapang Dalaga shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Baliangao, after the segregation therefrom of the barrios comprised in the municipality of Sapang Dalaga, can still maintain creditably its municipal government, meet all its statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 12th day of August, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(16), 5107.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 262

AMENDING EXECUTIVE ORDER NO. 253 DATED JUNE 27, 1957, ENTITLED “ABOLISHING THE COMMITTEE ON THE RESTORATION OF THE RIZAL HOME IN CALAMBA AND THE DAPITAN PARK, IN ZAMBOANGA AND TRANSFERRING ITS PERSONNEL, ASSETS, AND RECORDS TO THE JOSE RIZAL NATIONAL CENTENNIAL COMMISSION”

The last paragraph of Executive Order No. 253 dated June 27, 1957, is hereby amended to read as follows:

“NOW, THEREFORE, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby abolish the Committee on the Restoration of the Rizal Home in Calamba and the Dapitan Park in Zamboanga and transfer its personnel, property, assets, and records, including those of the Fort Santiago Shrine, to the Jose Rizal National Centennial Commission.”

Done in the City of Manila, this 15th day of August, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(16), 5108.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 263
CREATING THE PINAGLABANAN COMMEMORATIVE COMMISSION

WHEREAS, at the initiative of the patriotic association called The Spirit of 1896, a campaign has been launched to enlist public support for the erection of an appropriate monument or memorial to commemorate the first battle for the emancipation of the Filipino people which took place in San Juan del Monte, province of Rizal, between midnight of August 28 and dawn of August 29, 1896;

WHEREAS, in the Battle of San Juan, commonly known as the Battle of Pinaglabanan, members of the patriotic association called the “Katipunan” founded by Andres Bonifacio gave up their lives for the freedom of the Philippines; and

WHEREAS, the perpetuation of the memory of the Battle of Pinaglabanan is the concern not only of any locality or entity but of the entire nation;

NOW, THEREFORE, I, Carlos P. Garcia, President of the Philippines, do hereby create and constitute a Commission, to be known as Pinaglabanan Commemorative Commission, composed of the following:

Hon. Isidro Rodriguez, Governor of Rizal	Chairman
Judge Guillermo B. Guevara, President of The Spirit of 1896	Executive Vice Chairman
Hon. Eulogio Rodriguez, Jr., Representative for the First District of Rizal.....	Member
Hon. Serafin Salvador, Representative for the Second District of Rizal.....	Member
Hon. Ramon J. Fernandez	Member
Dr. Eufonio M. Alip, President, Philippine National Historical Society	Member
Mr. Nicanor Ibuna, Mayor of San Juan, Rizal.....	Member
Dr. Ramon Angeles, President of the San Juan Civic Club.....	Member and Secretary
Mr. Guillermo Tolentino.....	Member
Mr. Juan M. Arellano	Member
Mr. Jesus Sison	Member
Mr. Anselmo T. Alquinto, Director of Planning, National Planning Commission	Member

The Provincial Treasurer and the Provincial Auditor of Rizal shall act as Treasurer and Auditor ex officio, respectively, of the Commission.

The Commission is hereby entrusted with the following duties:

1. Soliciting and collecting voluntary contributions from the public for the purpose of erecting a monument or memorial to the Battle of Pinaglabanan;
2. Selecting the site of the monument or memorial and taking steps for its acquisition through donation, negotiated purchase, or otherwise; and
3. Directing and supervising the construction and erection of the monument or memorial up to its successful termination.

All funds coming into the Commission shall be deposited with the Philippine National Bank in the name of the Commission, and the necessary withdrawals therefrom shall be made only by checks duly signed by the Executive Vice-Chairman and countersigned by the Auditor.

All books of accounts kept in connection with the raising of funds and disbursements thereof shall always be made available for audit by the authorized representative of the Auditor General.

The Commission will submit to the President of the Philippines a progress report of its work on the first of July of each year.

Done in the City of Manila, this 15th day of August, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:

FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(16), 5108-5110.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 264
CREATING THE MUNICIPALITY OF POLOMOLOK IN THE PROVINCE OF COTABATO

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, there is hereby created in the province of Cotabato a municipality to be known as the municipality of Polomolok to consist of the following barrios and sitios:

From the Municipality of General Santos

- | | | |
|-----------------|---------------------|--------------------|
| 1. Polomolok | 10. Polomolok Creek | 19. Atbilang |
| 2. Sulit | 11. Buanan | 20. Matinao |
| 3. Palkan | 12. Rubber Creek | 21. Lam-blaan |
| 4. Maligo | 13. Bago-ingod | 22. Sinalang-Masla |
| 5. Polo | 14. Talambong | 23. Kalong-Sebu |
| 6. Upper Klinan | 15. Glamang | 24. Lumakil |
| 7. Klinan No. 6 | 16. Salol | 25. Landan |
| 8. Silway No. 7 | 17. Lam-Chief | 26. Mala |
| 9. Silway No. 8 | 18. Actualang | |

From the Municipality of Tupi

- | | | |
|------------|--------------|-----------|
| 1. Buntong | 2. Pagalugan | 3. Bantal |
| | 4. Koronadal | |

with the seat of government at the barrio of Polomolok.

The municipality of Polomolok as herein organized shall have the following boundaries:

“Beginning on the point at the summit of Mt. Magolo going eastward to a point where the boundaries of the municipalities of General Santos and Tupi meet at the Cotabato-Davao boundary; thence going on a southeasterly direction following the Cotabato-Davao boundary to a point near sitio Lambayan at the said Cotabato-Davao boundary; thence running on a southwestward direction on an imaginary line to a point on the source of Cliñan River; thence following the Clinan River downward to its junction with Silway River; thence going westward traversing the Cotabato-Koronadal-Makar National Highway to a point where the boundaries of the municipalities of General Santos, Kiamba and Tupi intersect; thence going westward following the boundary lines of the municipalities of Kiamba and Tupi to a point at the summit of Mt. Malibato; thence going in a northeasterly direction

following the boundary lines of the municipalities of Tupi and Bañga to a point at the summit of Talayok Peak; thence going in a northeasterly direction on an imaginary line to a point at Km. 308 of the Cotabato-Koronadal-Makar National Highway; thence going in a northeasterly direction on an imaginary line to a point at the summit of Mt. Matutum; thence going in a northeasterly direction following the boundary lines of the municipalities of General Santos and Tupi to a point at the summit of Mt. Magolo the point of beginning.” (Based upon the technical description furnished by the Office of the Highway District Engineer of the province of Cotabato)

The municipalities of General Santos and Tupi shall have their present territories minus the portions thereof which are included in the territory of the municipality of Polomolok, as delimited above.

The municipality of Polomolok shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the municipalities of General Santos and Tupi, after the segregation therefrom of the territory comprised in the municipality of Polomolok, can still maintain creditably their respective municipal governments, meet all their statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 21st day of August, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

FORTUNATO DE LEON

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(16), 5111.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 265
CREATING THE MUNICIPALITY OF PADRE BURGOS IN THE PROVINCE OF LEYTE

Pursuant to the provisions of section 68 of the Revised Administrative Code, the barrios of Burgos, Santo Rosario, San Juan, and Triana and the sitios of Lungsodaan, Bunga, Capiniahon, and Magallanes, all of the municipality of Malitbog, province of Leyte, and the sitio of San Bernardo of the municipality of Macrohon, same province, are hereby segregated from said municipalities and constituted into an independent municipality in said province to be known as the municipality of Padre Burgos with the seat of government at the barrio of Burgos.

The municipalities of Malitbog and Macrohon shall have their respective territories minus the portions thereof included in the municipality of Padre Burgos.

The municipality of Padre Burgos shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof, and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality, and that the mother municipalities of Malitbog and Macrohon, after the segregation therefrom of the barrios and sitios comprised in the municipality of Padre Burgos, can still maintain creditably their respective municipal governments, meet all their statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 29th day of August, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(17), 5501.

MALACANANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 266
CREATING THE MUNICIPALITY OF ISULAN IN THE PROVINCE OF COTABATO

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code there is hereby created in the province of Cotabato a municipality to be known as the municipality of Isulan to consist of the following barrios and sitios:

From the Municipality of Datu Piang

- | | | |
|-----------------|-----------------|--------------|
| 1. Allah | 15. Daguma | 29. Kinayao |
| 2. Dukay | 16. Lanao | 30. Ladasino |
| 3. Bitak | 17. Kapaya | 31. Mapayag |
| 4. Laguilaan | 18. Bual | 32. Masiag |
| 5. Bolongo | 19. Malalas | 33. Marbel |
| 6. Tayugo | 20. Damanas | 34. Sipaka |
| 7. Bakulod | 21. Nuño | 35. Quebing |
| 8. Malingaon | 22. Malugan | 36. Villamor |
| 9. Biwang | 23. Kibongkog | 37. Kamanga |
| 10. Maquilala | 24. Natubak | 38. Sulatan |
| 11. Crismor | 25. Kudanding | 39. Butuan |
| 12. Damaclot | 26. Payugantong | 40. Loy |
| 13. Kanakan | 27. Kiantay | |
| 14. Damabantong | 28. Tuka | |

From the Municipality of Norala

- | | | |
|------------|------------|---------------------------------------|
| 1. Kalawag | 4. Dansuli | 7. Kudanding |
| 2. Bambad | 5. Damalac | 8. Kulambog (West of
the ECA Road) |
| 3. Sampao | 6. Binabai | |

with the seat of government at the barrio of Kalawag.

The municipality of Isulan as herein organized shall have the following boundaries:

“Beginning at Allah Bridge on the Allah River, in the barrio of Allah, Km. 244.6 of the ECA Road, going in a straight line directly westward to a point at the boundary of the Municipalities of Lebak and Datu Piang; thence going southward following the old boundary lines of the Municipality

of Lebak and Datu Piang to a point where the boundaries of Lebak, Bañga, and Datu Piang meets; thence going Eastward following the old boundary lines of Datu Piang and Bañga to a point at Sipaka thence, following downwards the course of the Allah River to a point directly west of Barrio Kulambog; thence going Eastward to barrio Kulambog; thence following the ECA Road northward to Km. 256 of said Road; thence going Northeastward in a straight line to the junction of Kapingkong River and Sampao Creek; thence following the course of the Kapingkong River to its junction with the Allah River; thence going Southward to the point of beginning at the Allah Bridge.” (This description is based upon the technical description furnished by the Office of the Highway District Engineer of the province of Cotabato.)

The municipalities of Datu Piang and Norala shall have their present territories minus the portions thereof which are included in the territory of the municipality of Isulan, as delimited above.

The municipality of Isulan shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the municipalities of Datu Piang and Norala, after the segregation therefrom of the territory comprised in the municipality of Isulan, can still maintain creditably their respective municipal governments, meet all their statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 30th day of August, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

FORTUNATO DE LEON

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(17), 5502-5503.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 267

AMENDING EXECUTIVE ORDER NO. 82, SERIES OF 1947, SO AS TO FIX THE SEAT OF GOVERNMENT OF THE MUNICIPALITY OF NULING, PROVINCE OF COTABATO, BETWEEN KILOMETERS 9 AND 10 INSTEAD OF BETWEEN KILOMETERS 12 AND 13 OF THE COTABATO-DAVAO NATIONAL HIGHWAY AT BARRIO DALUMANGCOB IN SAID MUNICIPALITY

Upon the recommendation of the Provincial Board of Cotabato and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the seat of government of the municipality of Nuling, province of Cotabato, is hereby fixed between Kms. 9 and 10 of the Cotabato-Davao national highway at barrio Dalumangcob in said municipality.

This amends accordingly Executive Order No. 82, series of 1947, insofar as the seat of government of the municipality of Nuling is concerned.

Done in the City of Manila, this 2nd day of September, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(17), 5504.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 268
CREATING THE MUNICIPALITY OF SAN PABLO IN THE PROVINCE OF
ZAMBOANGA DEL SUR

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios and sitios, which shall all hereafter be considered independent barrios, of Buton, Calilangan, Capamanok, Coddum, Culasian, Dansalan, Portion of Guling, Lumbayao, Miasin, Mulansong, Pao, Pantad, Payag, Pongapong, Sacbulan, Tandubua, Tikala Island, and San Pablo, all of the municipality of Dinas, province of Zamboanga del Sur, are hereby segregated from said municipality and organized into an independent municipality in said province, to be known as the municipality of San Pablo with the seat of government at the barrio of San Pablo.

The municipality of Dinas shall have the same territory minus that comprised in the municipality of San Pablo.

The municipality of San Pablo shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Dinas, after the segregation therefrom of the territory comprised in the municipality of San Pablo, can still maintain creditably its municipal government, meet all its statutory and contractual obligations, and provide for the essential municipal service.

Done in the City of Manila, this 17th day of September, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(18), 5935.

MALACANANG

EXECUTIVE ORDER NO. 269
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 269
CREATING THE MUNICIPALITY OF TUBOD IN THE PROVINCE OF SURIGAO

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios and sitios, which Siana, Capayahan, Timamana, Marga, Pingaping, Canlancog, Mahucdam, Lahi, and Diano, all of the municipality of Mainit, province of Surigao, are hereby segregated from said municipality and organized into an independent municipality in said province, to be known as the municipality of Tubod with the seat of government at the barrio of Tubod.

The boundary lines between the municipality of Tubod as herein organized and its mother municipality of Mainit shall be as follows:

“From a common intersection of established boundary lines of adjoining municipalities of Surigao, Placer, and Mainit, at ‘A’; on a straight line due south up to its intersection with Tigbawan River somewhere at its source at point ‘B’; thence following a straight line on a southeasterly direction to Balisayak Creek at point ‘C’; thence following the same southeasterly direction to point ‘D’; intersection of the boundaries of Bacuag, Mainit, and Gigaquit; thence following the established boundary lines of the municipalities of Mainit, Bacuag, and the boundaries of Placer and Mainit to point ‘A’, point of the beginning.” (The description is based on the data shown in the sketch of the map of the municipality of Mainit with the proposed municipality of Tubod, prepared and submitted by the Office of the Highway District Engineer of the province of Surigao.)

The municipality of Mainit shall have its present territory minus that comprised in the municipality of Tubod.

The municipality of Tubod shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Mainit, after the segregation therefrom of the territory comprised in the municipality of Tubod, can still maintain creditably its municipal government, meet all its statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 18th day of September, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(18), 5936-5937.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 270
CREATING THE MUNICIPALITY OF SAN ANTONIO IN THE PROVINCE OF QUEZON

Upon the recommendation of the Provincial Board of Quezon and pursuant to the provisions of section sixty eight of the Revised Administrative Code, the barrios of Buliran, Callejon, Niing, and Pury, all of the municipality of Tiaong, province of Quezon, are hereby segregated from said municipality and constituted into an independent municipality in said province, to be known as the municipality of San Antonio with the seat of government at the barrio of Buliran.

The municipality of Tiaong shall have the same territory minus that comprised in the municipality of San Antonio.

The municipality of San Antonio shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Tiaong, after the segregation therefrom of the barrios comprised in the municipality of San Antonio, can still maintain creditably its municipal government, met all its statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 4th day of October, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(19), 6429.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 271
CREATING A PRESIDENTIAL INCENTIVES COMMITTEE

By virtue of the powers vested in me by law, I CARLOS P. GARCIA, President of the Philippines, do hereby create a Presidential Incentives Committee to study ways and means of giving incentives to producers in order to increase production of essential products and thus lower prices. The committee shall be composed of the following:

Hon. Antonio de las Alas.....	Chairman
The President, Chamber of Commerce of the Philippines	Member
The President, Philippine Chamber of Industries.....	"
The President, Philippine Chamber of Agriculture	"
The President, Philippine Bankers Association	"
Mar. Gaudencio E. Antonino, President, Producers and Exporters Association of the Philippines	"
Mrs. Trinidad F. Legarda	"
Miss Helena Z. Benitez.....	Member & Secretary
Mr. Jose Hernandez.....	Member
Mr. Domingo C. Abadilla, President, National Press Club	"

The committee shall hold public hearings as soon as possible in order to get a cross-section of the views of all the economic segments of the country as regards the means to be adopted by the government in giving incentives to producers. After such hearings, it shall submit its report and recommendations to the President.

The committee is hereby authorized to call upon any departments, bureau, office, agency or instrumentality of the Government, including government-owned or controlled corporations, for such assistance or information as it may need in discharging its duty.

Done in the City of Manila, this 4th day of October, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **FORTUNATO DE LEON**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *[Executive Order Nos.: 221 - 300]*. Manila: Presidential Museum and Library.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 272CONVERTING THE MUNICIPAL DISTRICTS OF BAUNGON, KIBAWÉ, LIBONA, MARAMAG,
AND SUMILAO, ALL IN THE PROVINCE OF BUKIDNON, INTO MUNICIPALITIES IN THE
SAME PROVINCE

Upon the recommendation of the Provincial Governor of Bukidnon, and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the municipal districts of Baungon, Kibawe, Libona, Maramag, and Sumilao, all in the province of Bukidnon, are hereby converted into regular municipalities and placed under the operation of Chapter 57 of the Administrative Code, as amended. Their respective seat of government and territorial jurisdictions shall be as heretofore.

The conversion herein made shall take effect as of July 1, 1956.

Done in the City of Manila, this 4th day of October, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(19), 6431.

MALACANANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 273
CREATING THE MUNICIPALITY OF LAPUYAN IN THE PROVINCE OF
ZAMBOANGA DEL SUR

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios and sitios of Lapuyan, Maruing, Kumalarang, Karpok, and Timbang, all of the municipality of Margosatubig, province of Zamboanga del Sur, are hereby segregated from said municipality and organized into an independent municipality in said province, to be known as the municipality of Lapuyan with the seat of government at the barrio of Lapuyan.

The municipality of Lapuyan as herein organized shall have the following boundaries:

Beginning at point (1), (see attached provincial map) at the mouth of Dumanquilas River progressing in an easterly direction, bordering Lumanquilas River, Lapuyan side, straight to the provincial road at point (2) which is 100 meters from the school site at Bulawan and thence straight in northerly direction passing partly through sitios Talabab and Tiguba towards Tigbao (Tigbao is within the municipality of Dinas) at point (3), from thence, straight passing through the boundary of the municipalities of Pagadian and Margosatubig to point (4), and thence following the provincial boundary of Zamboanga del Norte and Zamboanga del Sur in westerly direction reaching point (5), which is the intersection of the boundaries of the municipalities of Margosatubig and Malangas and the provincial boundary of Zamboanga del Sur and Zamboanga del Norte; and from thence it progresses to point (6) passing through the boundary of Malangas and Margosatubig municipalities, and from thence, it follows the boundary of the municipal waters which this municipality of Lapuyan shall have pursuant to Section 2321 of the Administrative Code, until it meets the mouth of Dumanquilas River at Point (1). (This description is based on the data shown in the sketch of the map of the Province of Zamboanga del Sur, showing the municipality of Margosatubig with the proposed municipality of Lapuyan, prepared and submitted by the Office of the Highway District Engineer of Zamboanga del Sur.)

The municipality of Margosatubig shall have its present territory minus the portions thereof which are included in the municipality of Lapuyan, as delimited above.

The municipality of Lapuyan shall begin to exist after November 12, 1957, upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Margosatubig, after the segregation therefrom of the territory comprised in the municipality of Lapuyan, can still maintain creditably its municipal government and provide for the essential municipal services.

Done in the City of Manila, this 16th day of October, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(20), 6927-6928.

MALACANANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 274
CREATING THE MUNICIPALITY OF OLUTANGA IN THE PROVINCE OF
ZAMBOANGA DEL SUR

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the islands of Olutanga, Lampinigan, Lutangan, and Talata, composing of the barrios and sitios of Suba Nipa, Talusan, Sagasa, Leparot, Plasiris, Cabato-an, Bangalan, Calais, Cawilan, Gandaan, Tambanan, Bontalian, Pinaling, Taguisian, Tando Comot, Culiran, Olutanga, Port Sibulan, Calabasa, and Tawitawi, all of the municipality of Alicia, province of Zamboanga del Sur, are hereby segregated from said municipality and organized into an independent municipality in said province, to be known as the municipality of Olutanga with the seat of government at the barrio of Suba Nipa.

The boundary between the municipality of Alicia and the municipality of Olutanga shall be the middle of the channel or strait which separates the barrios, sitios, and islands above-named from the rest of the territory of Alicia on the mainland.

The municipality of Alicia shall have the same territory minus that comprised in the municipality of Olutanga.

The municipality of Olutanga shall begin to exist after November 12, 1957, upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Alicia, after the segregation therefrom of the territory comprised in the municipality of Olutanga, can still maintain creditably its municipal government, meet all its statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 16th day of October, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(20), 6929.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 275

TRANSFERRING THE SEAT OF GOVERNMENT OF THE MUNICIPALITY OF JOSE ABAD SANTOS, PROVINCE OF DAVAO, FROM THE BARRIO OF BUTULAN TO THE BARRIO OF CABURAN, SAME MUNICIPALITY

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the seat of government of the municipality of Jose Abad Santos, province of Davao, is hereby transferred from the barrio of Butulan to the barrio of Caburan of said municipality.

This accordingly amends Executive Order No. 156, series of 1948.

The transfer herein made shall take effect immediately.

Done in the City of Manila, this 18th day of October, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:

ENRIQUE C. QUEMA

Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(20), 6929.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 276
AMENDING EXECUTIVE ORDER NO. 254 DATED JUNE 27, 1957, ENTITLED “CREATING
THE JUAN LUNA CENTENNIAL COMMISSION”

By virtue of the powers vested in me by law, I, Carlos P. Garcia, President of the Philippines, do hereby amend Executive Order No. 254, dated June 27, 1957, by designating Mr. Ramon Campos, Mr. Carlos E. de Silva, Dr. Buenaventura J. Rollo, and Mayor Esmeraldo C. Agabin of Badoc, Ilocos Norte, as additional members of the Juan Luna Centennial Commission created therein.

Done in the City of Manila, this 31st day of October, in the year of Our Lord nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(21), 7583.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 277
PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLAN NO. 1-A
RELATIVE TO POSITION CLASSIFICATION

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plan No. 1-A which relate to position classification are hereby promulgated:

SECTION 1. The authorized class titles of a position covered by the provisions of Reorganization Plan No. 1-A shall be that appearing in the official allocation list prepared for each department and independent entity by the Wage and Position Classification Office, hereinafter referred to as "WAPCO." Such class title shall be used for all official purposes and shall be binding on all administrative, certifying, payroll, disbursing, accounting, and auditing officers of the government.

SEC. 2. A position covered by the provisions of Reorganization Plan No. 1-A but not yet classified by the WAPCO shall be described on the officially prescribed form and submitted to WAPCO for classification action.

SEC. 3. A full-time regular position created in the future and covered by the provisions of Reorganization Plan No. 1-A shall be described on the officially prescribed form and submitted to WAPCO for classification action. Such a position shall not be filled until receipt of notification of WAPCO classification action.

SEC. 4. Each department and independent entity shall reflect the WAPCO class title beneath the current title of each item appearing in its July 1, 1956, staffing pattern in the column "Designation of Position," and shall then furnish WAPCO a copy of such staffing pattern. On subsequent staffing pattern, only the WAPCO class title shall appear in the column "Designation of Position."

SEC. 5. Actions required by Reorganization Plan No. 1-A and these Implementing Details shall be effected within sixty days.

SEC. 6. This Order shall take effect as of July 1, 1957.

Done in the City of Manila, this 7th day of November, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(22), 8007-8008.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 278
PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLAN NO. 2-A
RELATIVE TO STANDARDIZED PAY

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plan No. 2-A which relate to standardized pay are hereby promulgated:

SECTION 1. The authorized salary range of a position covered by the provisions of Reorganization Plan No. 1-A shall be that salary range authorized in or established pursuant to the provisions of Reorganization Plan No. 2-A for the class to which the position is allocated by the Wage and Position Classification Office, hereinafter referred to as "WAPCO."

SEC. 2. Salaries shall be adjusted toward the rates of the authorized salary range in accordance with the provisions of Reorganization plan No. 2-A, these Implementing Details, the directions of the President, and rules and regulations issued by the Commissioner of the Budget pursuant thereto.

SEC. 3. No salary increase shall be granted to an officer or employee of any department, office, or other entity of the National Government, including government owned or controlled corporations, which raises his actual salary above the minimum of the salary range of the class to which his position is allocated by WAPCO until the salaries for all positions in the department, office, corporation, or other entity have been adjusted to the minimum of their respective authorized salary ranges.

SEC. 4. Subject to the provisions of section 3 above, each government owned or controlled corporation shall finance from its corporate funds the increases necessary to bring the salaries of its employees to the minimum of the appropriate salary ranges. Such increases shall be accomplished within three years from the effective date of these Implementing Details.

SEC. 5. No department, office, or other entity of the National Government, excluding government owned or controlled corporations, shall fill a position which is now vacant or subsequently becomes vacant without prior approval of the President. Requests for authorization to fill vacant positions shall be initiated by the head of the department or office concerned and must show compelling reasons to the satisfaction of the President why it is absolutely necessary for the effective continuation of the work of the department or office concerned to fill the vacant position. Ordinarily, consideration will be given only to filling positions requiring highly specialized work of a unique nature. Approval will usually not be given to fill positions which are similar to other filled positions in the entity. Officers or employees violating the provisions of this section shall be personally liable for the amount of salaries and wages paid without prior authority and may be subject to further disciplinary action.

SEC. 6. The net savings made available by the Government Survey and Reorganization Commission, plus all savings of the National Government as of June 30, 1957, shall not revert to the General Fund but shall be made available, within legal limitations, for the adjustment of salaries toward the rates authorized by Reorganization Plan No. 2—A. Whenever substantial savings have been made or will be clearly available, the President, upon the recommendation of the Commissioner of the Budget, shall direct the allotment of such savings, or such part of them as may be available, to effect a percentage adjustment of salaries which shall be uniform throughout all departments, offices, and other entities of the National Government, excluding government owned or controlled corporations. Departments, offices, and other entities not reorganized shall be required to effect savings from their appropriations in order to contribute to the common fund to make the percentage salary adjustments hereinbefore mentioned.

SEC. 7. Upon completion of all adjustments to the minimum, all salaries shall be adjusted to the proper range and step in accordance with the provisions of Reorganization Plan No. 2—A and the rules prescribed pursuant thereto and the actual salary for each position shall thereafter be at one of the steps in the authorized range.

SEC. 8. If any provision of these implementing Details should be held invalid, the other provisions shall not be affected thereby.

SEC. 9. This Order shall take effect as of July 1, 1957.

Done in the City of Manila, this 7th day of November, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

FORTUNATO DE LEON

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(22), 8009-8010.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 279
PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLANS
NOS. 3-A, 19-A, 46-A, AND 47-A RELATIVE TO THE BUDGET COMMISSION

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plans Nos. 3-A, 19-A, 46-A, and 47-A which relate to the Budget Commission, are hereby promulgated- to govern the reorganization, powers, duties, and functions of the Budget Commission and its subordinate entities:

ORGANIZATION OF THE BUDGET COMMISSION

SECTION 1. The organization, functions, and operations of the Budget Commission, hereinafter referred to as the "Commission," shall be in accordance with the provisions of Reorganization Plans Nos. 3-A, establishing a Wage and Position Classification Office, 19-A, as it applies to the Budget Commission, 46-A on Budgeting, and 47-A on Accounting, hereinafter referred to collectively as the "Plans," and these Implementing Details.

SEC. 2. The organization of the Commission, as graphically depicted in the following organization charts, shall consist of the Office of the Commissioner, Office of the Deputy Commissioner, Administrative Division, Legislative staff, Fiscal Policy Staff, Central Accounting Service, Management Service, Budget Operations Service, and the Wage and Position Classification Office: *However*, The Commissioner of the Budget, hereinafter referred to as the "Commissioner," is authorized to create such staff and operating units as he determines necessary to carry out the functional responsibilities of the Commission as provided in section 5 of Reorganization Plan No. 46-A on Budgeting.

FUNCTIONAL STATEMENTS OF THE BUDGET COMMISSION

SEC. 3. The Commission shall have such functions, powers, duties, and responsibilities as are provided by Executive Order No. 25, dated April 25, 1936, Commonwealth Act No. 246 (otherwise known as the Budget Act), Republic Act No. 992 (an Act to Provide for a Budget System for the National Government) and Republic Act No. 433; such additional functions and authorities as are given to the Commission by the Plans; and all amendatory acts, executive orders, rules, and regulations promulgated pursuant thereto. These functions, powers, duties, and responsibilities comprise: serving as the principal staff arm of the President, with respect to advice on fiscal planning and control, management aspects of government operations, and preparation and control of the national budget; maintaining and preparing consolidated accounting records and reports for the National Government;

coordinating legislative proposals affecting departments and agencies of the government; administering the wage and position classification system; and including the following functions, among others:

a. General

(1) obtain, from departments and agencies such information as the Commission may from time to time require, under such regulations as the President may prescribe;

(2) have access to, and the right to examine, any books, documents, papers, or records of any department or agency as the Commissioner may deem necessary, under such regulations as the President may prescribe;

(3) develop programs and issue regulations and orders for the improved gathering, compiling, analysis, publication, and dissemination of relevant and necessary statistical information related to the functions of the Commission by the departments and agencies; and advise the President when such regulations and orders are not adhered to by departments and agencies;

(4) study, draft, review, revise, coordinate, and clear legislative proposals affecting departments and agencies of the government; and

(5) administer the position classification and compensation system provided in Reorganization Plans Nos. 1–A and 2–A on Personnel, modify and revise these plans as necessary to maintain them in a current status.

b. Fiscal Policy

(1) serve as the chief fiscal planning and financial control instrumentality of the government;

(2) formulate sound and integrated fiscal policies in the light of economic trends, and evaluate the reciprocal effects of fiscal policy and the status of the national economy;

(3) prepare comprehensive fiscal plans, both short and long-range, embracing the total public sector, designed to promote maximum social and economic development within a context of monetary stability; and

(4) coordinate the processing and review of all proposals from the departments, agencies, and corporations of the National Government for public borrowing where the full faith and credit of the National Government supports the loan agreement; conduct budgetary, administrative, and fiscal review of all such financial proposals; and submit coordinated recommendations to the President concerning final action on such.

c. Accounting

(1) consolidate and analyze financial data relating to income and appropriations;

(2) prepare reports for the financial guidance and information of the Executive Branch of the National Government;

(3) provide technical guidance and supervision to agency accounting operations; and

(4) maintain, pending transfer of responsibility for accounting functions to the departments and agencies, basic accounting records and books of account, process requisitions and vouchers, issue certifications as to availability of funds, make reports, and perform other accounting functions as required by law and regulation.

d. Management

(1) make detailed studies of the departments and establishments of the National Government with a view to securing greater economy and efficiency in the conduct of the public service upon the request of agencies, or when deemed necessary by the Commissioner;

(2) implement plans for management improvements and reorganization within departments and establishments of the government, upon approval of such plans by the President;

(3) keep abreast of current thinking on principles, methods, and practices of modern business management; design and prepare practical programs for improving government administration; and encourage, stimulate, and assist agencies in the adoption and installation of modern business techniques and practices;

(4) counsel and make recommendatory reports to the President, department heads, and such other officials as the President may designate for changes in:

(a) the existing organization, management, activities, and methods of business of such government department or establishments;

(b) the appropriations therefor;

(c) the assignment of particular activities to particular services; or

(d) the regrouping of services; and

(5) establish and operate a system of management controls and reports, and take necessary measures to enforce such system.

e. Budgeting

(1) prepare budgets of receipts, obligations, expenditures, and other appropriation proposals, under such policies as the President may adopt;

(2) assemble, correlate, revise, reduce, or increase requests for appropriations of the different departments and agencies of the government, and revise, analyze, coordinate, and advise the President on estimates of income submitted by the various government agencies;

(3) relate the appropriations of the several government agencies to each other and integrate such programs into a harmonious program and fiscal policy for the National Government as a whole;

(4) furnish, at the request of any committee of either House of Congress having jurisdiction over revenue or appropriations, such assistance, and information as the committee may require; and

(5) establish and operate a system of allotting appropriations as provided by law, including the Counterpart Fund-Special Account and appropriations for expenditure of the proceeds of public borrowing, to prevent the incurrence of deficits, take necessary measures to enforce the allotment system, and provide a reporting system for proper budget control.

Functions of the Office of the Commissioner

SEC. 4. The functions, powers, duties, and responsibilities of the Commission shall be vested in the Commissioner. He shall have the following functions, among others:

a. serve as a member of the President's Cabinet;

b. serve as the chief fiscal adviser to the President;

c. advise and consult with Congressional committees and members and with heads of fiscal and planning bodies on budgetary, accounting, management, and fiscal programs of the government;

d. serve as Chairman of the National Accounting Committee, which will also include the Secretary of Finance and the Auditor General:

-
- (1) to develop improved accounting practices and procedures throughout the National Government; and
 - (2) to examine and adjust accounts of National Government entities to proper balances;
- e.* keep the public informed and advised as to the condition and trends of government finances as they pertain to the budget;
- f.* designate the Secretary of the Council of Administrative Management; and
- g.* organize, assign personnel, and direct, within the Commission, the work of the Office of the Commissioner, the Office of the Deputy Commissioner, the Administrative Division, the Legislative Staff, the Fiscal Policy Staff, the Central Accounting Service, the Management Service, the Budget Operations Service, the Wage and Position Classification Office, and such other entities as may from time to time be created.

SEC. 5. The Deputy Commissioner shall have the following functions, among others:

- a.* formulate, for the Commissioner's review and approval, the objectives and policies of the Commission;
- b.* plan, direct, coordinate, and control the daily operations of the Commission as designated by the Commissioner;
- c.* serve as Acting Commissioner during the absence or incapacity of the Commissioner;
- d.* exercise such other functions, powers, duties, and responsibilities as the Commissioner may assign from time to time.

SEC. 6. The Office of the Commissioner shall include an assistant who shall supervise the staff and expedite the administrative details of the Office and an Information Officer who shall provide staff assistance in gathering and dissemination of information on the work of the Commission and fiscal aspects of government operations.

Functions of the Administrative Division

SEC. 7. The Administrative Division shall provide all administrative and auxiliary services needed by the Commission, except such services as shall be assigned elsewhere by the Commissioner.

SEC. 8. This Division shall have four sections, with corresponding duties and responsibilities as follows:

- a.* The General Services Section shall have the following functions, among others:
 - (1) prepare office memoranda and orders;
 - (2) operate the central library;
 - (3) assign and supervise janitorial and messenger services and motor pool; and
 - (4) prepare the annual budget for the Commission and keep internal budgetary control based on the approved plan, and advise on development thereof.

b. The Personnel Section shall have the following functions, among others:

- (1) maintain job descriptions, specifications, and classifications for all positions in the Commission;
- (2) develop tests, in cooperation with the Bureau of Civil Service, for screening candidates for positions in the Commission;
- (3) interview and screen all candidates and hire clerical and non-professional personnel;
- (4) maintain personnel records;
- (5) process papers for hirings, transfers, and separations;
- (6) maintain plantillas for the Commission;
- (7) indoctrinate new employees;
- (8) develop and maintain a manual of personnel policies and office regulations;
- (9) conduct administrative investigations and hold hearings on disciplinary cases; and
- (10) promote, and when necessary, help to develop and conduct training programs for Commission personnel and for agency personnel being trained by the Commission.

c. The Records Section shall have the following functions, among others:

- (1) handle incoming and outgoing mail; and
- (2) keep the central files of the Commission.

d. The Cash and Property Section shall have the following functions, among others:

- (1) handle cash disbursements, including payrolls;
- (2) acquire supplies and equipment;
- (3) arrange for maintenance and repair of buildings, furniture, and equipment; and
- (4) maintain records of the Commission's property.

Functions of the Legislative Staff

SEC. 9. The Legislative Staff shall counsel the Commissioner in the analysis and review of specified legislation and legislative proposals. The Legislative Staff shall have the following functions, among others:

a. review and coordinate for the Commissioner, all legislative proposals having budgetary implications prepared by entities of the Executive Branch of the National Government and inform the agencies whether such legislative proposals conform to the President's policies and programs;

b. counsel the Budget Operations Service and agencies in the preparation, review, and approval of appropriation language which meets the standards of the Commission for legal and substantive accuracy;

c. conduct legal research and render legal opinions for the Commissioner on matters related to budget administration;

d. prepare drafts on behalf of the Commissioner of executive orders and administrative orders related to the functions and activities of the Commission for the Office of the President, review and recommend changes in proposed executive orders and administrative orders referred to the Commission; and

e. recommend to the Commissioner approval or veto by the President of legislation having budgetary implications, when requested by the Office of the President.

Functions of the Fiscal Policy Staff

SEC. 10. The Fiscal Policy Staff shall counsel the Commissioner on the formulation and execution of fiscal plans and financial controls. The Fiscal Policy Staff shall have such functions as may be assigned by the Commissioner, which shall include the following functions, among others:

a. formulate proposed fiscal policies and plans, both short and long-term, designed to promote maximum social and economic development; and gauge the effect of current and prospective fiscal plans on the economy;

b. formulate recommended fiscal guides in the form of budgetary limits, relative program emphasis, and project priorities for the use of agency and Commission personnel in budget preparation and control;

c. counsel the Commissioner on the economic trends and relationships affecting and affected by government income and expenditures, and advise him concerning the impact of government fiscal policies on the economic growth of the country;

d. continuously review current and future public borrowing trends for economic and fiscal implications; and advise the Commissioner concerning the achievement of a judicious balance between taxation and borrowings as a means of financing governmental programs;

e. prepare estimates of revenue to be derived from taxation and other sources in collaboration with the Department of Finance, and keep revenue collection trends under current analysis in relation to allotment and expenditure trends;

f. maintain sound and cooperative working relationships with, and enlist the aid of, the Department of Finance, the Central Bank, the National Economic Council, and other fiscal and economy planning, bodies of the government in the development of fiscal policies and programs;

g. analyze fiscal aspects of proposed legislation affecting income and expenditures, and recommend courses of action to the Commissioner; and

h. assist in drafting the fiscal policy and annual budget message of the President.

Functions of the Central Accounting Service

SEC. 11. The Central Accounting Service hereinafter referred to under this title as the "Service," shall record and analyze financial data for use by the Commission and other government entities; submit reports to the Commissioner for financial guidance and information of the Executive Branch of the National Government; and provide technical guidance and supervision to agency accounting operations. The service shall assist the Commissioner in planning and effecting the transfer of the accounting function to the various government entities, including the improvement of accounting methods and procedures. The Service shall have an Accounts Division, an Accounting Coordination Division, and a System Division, with corresponding duties and responsibilities as follows:

a. The Accounts Division shall have the following functions, among others:

(1) maintain accounting records summarizing and reflecting the current status of government finances;

(2) maintain records reflecting authorized appropriations, allotted appropriations, unallotted balances of appropriations, and unobligated balances of appropriations; allotments, and unobligated balances of allotments; and obligations incurred, obligations liquidated, and unliquidated obligations;

(3) maintain records, or income classified for use by the Commission and the Department of Finance; and

(4) analyze accounting and financial records and prepare reports required by the Executive Branch of the National Government.

b. The Accounting Coordination Division shall have the following functions, among others:

(1) provide functional direction and control of accounting throughout the National Government and develop rules and regulations, with the assistance and cooperation of the accounting units, for the proper conduct of accounting, to be approved by the National Accounting Committee for promulgation by the General Auditing Office;

(2) review and inspect accounting activities in the various government entities to insure their conformity with established practices, and take such action as may be required to assure the integrity of financial reports received from the accounting units and to reconcile differences found; and

(3) cooperate closely with the Management Service and the Budget Operations Service of the Commission to assure coordinated relations with the various government entities.

c. The System Division shall have the following functions, among others:

(1) work with the various government entities, the National Accounting Committee, the General Auditing Office, and the Department of Finance, in the general development and adoption of improvements in the National Government accounting and financial reporting system.

d. The Field Accounting Units under the Budget Commission, pending transfer of responsibility for accounting functions to the agencies, in accordance with Reorganization Plan No. 47-A on accounting, shall continue to have the following functions, among others:

(1) maintain basic accounting records and books of account, process requisitions and vouchers, issue certifications as to availability of funds, make reports, and perform other accounting functions as required by law and regulation.

Function of the Management Service

SEC. 12. The Management Service shall recommend improvement in the management phases of government operations. The Management Service shall have such functions as may be assigned by the Commissioner, which shall include the following functions, among others:

a. perform continuing research and study of problems involving the effective organization and administration of government services;

b. develop management planning and control techniques, and recommend to the Commissioner standards and procedures for adoption by agencies in their management improvement programs;

c. develop, promote, and assist in the installation of standard patterns of organization structure, delegatoin of authority, accountability patterns, staffing patterns, cost analysis, work processes, procedures control, forms control, reporting systems and control, space, equipment, and materials utilization, and other common management improvements; and assist in adapting them to individual variations among agencies of the government;

d. develop and prepare materials on management practices for use in training programs, provide technical advice and assistance in the conduct of training programs, and maintain liaison with the Institute of Public Administration, the Bureau of Civil Service, and other agencies concerned with the development of government employees;

e. prepare materials for training and guiding budget examiners and agency personnel in their work relating to such matters as organization, staffing patterns, and operating methods;

f. develop and promote the application of improved statistical techniques in government related to the collection and analysis of performance data, the determination of management guides and standards, and the dissemination of data on work standards and units of work measurement;

g. conduct specific studies of agency operations and report thereon, as directed by the Commissioner;

h. serve as a center for the study, analysis, and reconciliation of jurisdictional issues or conflicts in functional authorities as between the several governmental entities; and when necessary, prepare recommendations for the President with regard thereto;

i. coordinate implementation of agency improvement programs with government-wide programs of management improvement, to avoid conflicts or duplications; and

j. provide technical and clerical services to the Council of Administrative Management.

Functions of the Budget Operations Service

SEC 13. The Budget Operations Service shall be responsible for review and preparation of the annual budget and control of its execution. The Service shall have a Budget Planning Staff and a Stenographic Pool and such other divisions as may be deemed necessary by the Commissioner.

a. Each budget operating division shall have the following functions, relating to one or more departments or independent agencies of the national government, among others:

(1) instruct, advice, and assist agencies in the preparation of budgets and the control of obligations and expenditures within the approved budgets;

(2) analyze and recommend action by the Commission on budget requests, allotment request, and operating reports to the Commission from the various government entites, including the National Economic Council for Counterpart Projects;

(3) promote programs for budgetary management improvement;

(4) prepare reports on special budgetary problems for the Commissioner, the President, and the Congress; and

(5) handle special assignments as directed.

b. The Budget Planning Staff shall have the following functions, among others:

(1) study, design, and initiate improvement in the basic system for budget formulation and control of budget execution;

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- (2) develop methods and techniques for adequate budget review, and assist in the training of budget examiners in their use;
 - (3) develop guides for the use of the agencies and budget examiners in formulating and reviewing budget estimates;
 - (4) prepare instructions for submission of agency budget estimates;
 - (5) schedule the submission and review of budget estimates;
 - (6) maintain manuals, handbooks, and other policy and instructional material for use of budget examiners;
 - (7) design the Budget Document, including the form and content of summary and interpretative tables, the order and arrangement of materials;
 - (8) schedule and supervise the publication of the Budget Document; and
 - (9) develop training media on budget formulation, review, and execution processes, and other materials for the information of, and use by, the Budget Operations Division and agency budget staffs.

c. The Stenographic Pool shall supply stenographic and typing service to the Budget Operations Service as required.

Functions of the Wage and Position Classification Office

SEC. 14. The Wage and Position Classification Office, hereinafter referred to under this title as the "Office," shall be responsible, under the direct control, direction, and supervision of the Commissioner, for administration of the position classification and pay plans. It shall have such functions as are, or may be provided by law, including, among others, the following:

- a. put into effect the classification and pay plans provided by Reorganization Plans Nos. 1-A and 2-A on Personnel and modify and revise these Plans as necessary;
 - b. conduct periodic surveys of departments and agencies to ascertain the facts as to the duties, responsibilities, and qualification requirements of any position, by examining any pertinent records of the department or agency, or by interviewing any officer or employee of the department or agency who has knowledge of the duties and responsibilities of such positions;
 - c. require each department and agency to report immediately the duties and responsibilities of new positions and any material changes in the duties and responsibilities of any of its existing positions;
 - d. define the various classes of positions in the service and prepare specifications for them;
 - e. establish official class titles;
 - f. assign classes of positions to appropriate salary ranges;
 - g. make initial allocation of positions to classes, perform the subsequent allocation of new positions and the reallocation of existing positions, the duties and responsibilities of which have changed;
 - h. certify changes in class or salary range of positions whenever the facts warrant, such certifications to be binding on all administrative, certifying, payroll, disbursing, accounting, and auditing officers of the national government;
 - i. propose rules governing the status, rights, and privileges of employees upon the adoption of the classification and pay plans and upon subsequent changes in it;
 - j. maintain the classification and pay plan in a current status;
 - k. prescribe the form in which the duties and responsibilities of positions shall be recorded and the places where, and the manner in which, such records shall be maintained; and
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l. advise and assist, insofar as possible, provincial, municipal, and local governments on classification and compensation matters.

SEC. 15. The Office shall have an Office of the Director, with an Assistant Director of Classification and Compensation, an Appointment Processing Division, a Standards Division, and eight Classification Divisions.

a. The Office of the Director shall have the following functions, among others:

- (1) advise the Commissioner on classification and compensation matters;
- (2) maintain relations with operating departments and agencies and acquaint officers and employees of the work of the Office and its importance to good management;
- (3) approve organization, staffing, and budgeting of the Office;
- (4) coordinate the activities of the Office with other entities concerned with personnel management, notably the Bureau of Civil Service;
- (5) approve classification and compensation actions requiring such approval by law;
- (6) delegate authority for the performance of any function to any duly authorized officer, employee, department, or agency; and
- (7) direct the over-all operation of the Office, including the provision and direction of necessary administrative services.

b. The Assistant Director of Classification and Compensation shall have the following functions, among others:

- (1) assist the Director in the administration of the position classification and wage plans;
- (2) participate in the development of classification and wage policies;
- (3) assist the Director on technical and administrative matters;
- (4) attend to problems, complaints, and requests and either settle them on the spot or refer the matter to appropriate personnel of the Office for development of factual information and recommendation;
- (5) inform government officials and employees on the work of the office;
- (6) direct the administrative operation of the office; and
- (7) assume the duties and responsibilities of the Director in the latter's absence.

c. The Appointment Processing Division shall, among others, be responsible for the enforcement of the provisions of all laws, rules, and regulations governing appointments and promotions pursuant to the classification and compensation plans and other salary laws.

d. The Standard Division shall have the following functions, among others:

- (1) conduct studies to improve the quality and consistency of classification standards;
- (2) conduct surveys of salaries paid in private industry;
- (3) screen proposals of other divisions involving the creation, abolition, and salary range assignments of classes of positions before submitting them to appropriate authority for approval;
- (4) accept, modify, or reject proposals to change the wording or coverage of class specifications;
- (5) develop improved techniques of position classification and salary administration; and

(6) develop and conduct training programs in the field of classification and compensation administration.

d. The eight Classification Divisions shall have the following functions, among others:

(1) analyze, evaluate, and classify positions in the respective organizational or occupational areas;

(2) initiate proposals for the creation, abolition, and revision of classes of positions, the reassignment of salary ranges, the improvement of classification techniques and practices, and the adoption of better administrative policies and procedures;

(3) keep informed of all organizational and functional changes in departments and agencies and carry on a continuous program of educating their personnel in classification principles and practices;

(4) participate with the Standards Division, as requested, in surveys of salaries paid in private industry; and

(5) participate in formal training and educational sessions as requested.

ORGANIZATION OF THE ACCOUNTING FUNCTION OF THE NATIONAL GOVERNMENT

SEC. 16. The organization, functions, and operations of agency accounting in the National Government shall be in accordance with the provisions of Reorganization Plan No. 47-A on Accounting, hereinafter referred to under this title as the "Plan," and these Implementing Details.

SEC. 17. The Commissioner shall determine the form of organization for accounting units to be transferred in accordance with the criteria contained in paragraph 2 of Article I of the Plan. These organization plans should include, among others, the following:

a. Reporting relationships of accounting units in the entities;

b. Statements of functions and organizational pattern for the sections of each accounting unit;

c. Geographical location of accounting personnel; and

d. Plantillas of personnel for each accounting unit.

SEC. 18. The Secretaries of departments and heads of bureaus, offices, and other entities of the National Government, to whom will be transferred the direction and control of the accounting function in their entities, shall be charged with full responsibility for the financial success of their operations and for the proper operation of the accounting units in their entity.

SEC. 19. The Secretaries of departments and heads of bureaus, offices, and other entities of the National Government are authorized to make such changes in the organization, functions, and distribution of the work among the accounting units as may be necessary to reflect changes in legislation, rules and regulations, conditions, needs, or workloads: *Provided*, That no such changes may be made for one calendar year after the approval date of the written agreement transferring responsibility for accounting functions, unless specifically approved by the Commissioner: *And provided, further*, That any such changes must be in conformity with the general pattern of organization set forth in the written agreement of transfer and the Plan.

SEC. 20. The written agreement of transfer to be prepared by the Commissioner shall include identification of the personnel, equipment, records, and appropriated funds affected by the transfer, and such other matters as are pertinent to successful transfer of the accounting functions.

Agency Accounting Functions

SEC. 21. The functions of accounting in the various entities of the National Government shall include the following, among others:

- a.* maintain basic accounting records and books of account to reflect accurately and currently the financial condition of the entity;
- b.* review reports of collecting and disbursing officers for accuracy, legality, and reasonableness of the items reported;
- c.* prepare payroll records from information furnished by operating units;
- d.* process requisitions and certify to the availability of funds prior to incurrence of obligations;
- e.* process vouchers and prepare warrants for the payment of government obligations;
- f.* provide for the preparation of treasury warrants and for the safekeeping of blank warrants;
- g.* prepare billings to debtors of the National Government and maintain subsidiary records as required, except in field offices where accounting personnel are not established, in which cases, collecting officers shall perform this function;
- h.* maintain book controls of stock supplies and materials, and sales stock, including issues therefrom, so as not to exceed authorized ceiling of reimbursable funds and the allotment of the agency for the purpose;
- i.* maintain accounts providing cost data by area of responsibility project, product, or other units as needed by agency management for cost control;
- j.* maintain records pertaining to fiduciary funds and other trust funds including, where necessary, remittance of collections, deductions from payrolls, and other items payable to government agencies, insurance companies, and other private entities;
- k.* follow up operating personnel in the liquidation of cash advances, accounts receivable and accounts payable, including trust funds and dormant accounts of the agency;
- l.* prepare reports and statements required for agency management and for other government entities authorized to receive such data;
- m.* advise agency management on the status of appropriations and allotments and such other financial matters as may be needed; and
- n.* provide such data as may be required by the Commission, the General Auditing Office, and the Department of Finance.

Directives, Rules, and Regulations

SEC. 22. The Commissioner of the Budget shall promulgate such directives, rules, and regulations for the guidance of the agencies of the Executive Branch of the National Government as are necessary to carry out the functions enumerated above.

REALLOCATION OF APPROPRIATIONS

SEC. 23. From the total appropriations authorized for the period from July first, nineteen hundred and fifty-six to June thirtieth, nineteen hundred and fifty-seven, consisting of the following:

a. Under Republic Act Numbered 1600:

(1) For Current Operating Expenditures for the Budget Commission (regular budget) General Fund	₱4,411,223.00
(2) From Principal Special Budget No. 1 (Budget, Accounting, Auditing, and Treasury Survey, Counterpart Project No. 793) General Fund	438,045.00
(3) From Principal Special Budget No. 3 (Accounting Personnel for NEC Counterpart Projects, Section 1, 5-IV-3) General Fund	114,540.00
(4) From Principal Special Budget No. 4 (Accounting Personnel for NEC Counterpart Project No. 7106) General Fund	7,600.00
(5) From Principal Special Budget No. 15 (Presidential Assistant for Community Development) General Fund	22,440.00
(6) From Motor Vehicles Fund (Philippine Constabulary, Enforcement of Traffic, Executive Order No. 209) General Fund	<u>10,621.00</u>
Total	<u>₱5,004,469.00</u>

the following sums, subject to adjustment by the Commissioner of the Budget based on the unexpected balance of the appropriations available as of the effective date of these Implementing Details, are reallocated for the operation of the Commission during the period from July first, nineteen hundred and fifty-six to June thirtieth nineteen hundred and fifty-seven except where otherwise provided:

A. Current Operating Expenditures

PROGRAM I: BUDGET ADMINISTRATION

For budget administration including preparation and execution of the National Budget and improvement of management	₱721,700.00
(1) Preparation and Execution of the National Budget	₱533,016.00
(2) Improvement of Management	<u>188,684.00</u>
Total	<u>₱721,700.00</u>

PROGRAM II: ACCOUNTING ADMINISTRATION

For accounting administration, including central accounting, field accounting, and supervisory accounting services	₱3,231,850.00
(1) Central Accounting Service	₱142,820.00
(2) Field Accounting Services	3,037,570.00
(3) Supervisory Accounting Services	<u>51,460.00</u>
Total	<u>₱3,231,850.00</u>

PROGRAM III: PERSONNEL ADMINISTRATION

For personnel administration including wage and position classification administration and personnel appointments processing	₱477,876.00
(1) Wage and Position Classification Administration	₱415,316.00
(2) Personnel Appointments Processing	<u>62,560.00</u>
Total	<u>₱477,876.00</u>

PROGRAM IV: GENERAL ADMINISTRATION

For general administration of the Budget Commission	₱289,632.00
(1) General Administration	₱289,632.00

SPECIAL PURPOSES

For modernization of treasury and auditing services	₱144,085.00
(1) Personal Services	₱124,440.00
(2) Maintenance and other Operating Expenses	12,900.00
(3) Equipment	6,745.00
Total	<u>₱144,085.00</u>
Total Current Operating Expenditures	<u>₱4,865,143.00</u>

B. Fund Available to Implement Reorganization Plan No. 2-A on Personnel (pay plan)

Authorized total appropriation for the fiscal year 1957	₱5,004,469.00
Less: Total current operating expenditures	<u>4,865,143.00</u>
For implementation of Plan No. 2-A	<u>₱139,326.00</u>

C. Summary: Actual Savings from the Reorganization of the Budget Commission

Authorized total appropriation for the fiscal year 1957	₱5,004,469.00
Less: Total current operating expenditures	<u>4,865,143.00</u>
For implementation of Plan No. 2-A	₱139,326.00
Plus: Operating expenditures for the positions transferred from the Government	
Survey and Reorganization Commission to the Budget- Commission	<u>75,972.00</u>
Total actual savings	<u>₱215,298.00</u>

D. Special Provisions

(1) The total current operating expenditures of ₱4,865,143 authorized for the Commission in these Implementing Details shall be paid out of the:

a. General Fund	₱4,865,143.00
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(2) The Budget Commission shall continue to be reimbursed for accounting service by the different funds as specified in items B-(2)-IV-1 (P82,938), IV-2 (P578,270), IV-3 (P143,705), and IV-4 (P11,860) of Republic Act No. 1600.

(3) The Special Provision on page 124 of Republic Act No. 1600 and the General Provisions of the same Act as they apply to the Budget Commission shall remain in full force and effect and made a part of these Implementing Details.

STAFFING PATTERN

SEC. 24. The following Staffing Pattern by project activity is provided for the Commission for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, subject to the provisions of Reorganization Plans Nos. 1-A, 2-A and 3-A except that

authority is hereby granted to the Commissioner of the Budget, to make necessary salary adjustments resulting from final selection of personnel to fit the positions in the Staffing Pattern, in order that no incumbent receives a reduction in salary and further to make necessary salary adjustments resulting from new appointments, promotions, or salary increases: *Provided*, That no such adjustment may result in a salary rate which exceeds the minimum of the applicable salary range as provided in Reorganization Plan No. 2-A: *Provided, further*, That new appointments, promotions and salary increases presently pending which would exceed the maximum rate of the appropriate salary range are cancelled until further notice: *And provided, finally*, That nothing in the said Staffing Pattern shall be construed as depriving the Government Survey and Reorganization Commission during its existence and the Commissioner of the Budget thereafter, of its power to make changes therein to correct mistakes discriminations or other injustices that may, in its opinion, have been committed in the preparation thereof:

PROGRAM I: BUDGET ADMINISTRATION

Project 1: *Preparation and Execution of the National Budget*

Class title	Number	Salary range	Amount
BUDGET OPERATIONS SERVICE			
Chief Budget Examiner	1	(57)	₱8,400.00
Secretary I	1	(30)	2,940.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>3</u>		<u>₱12,780.00</u>

BUDGET PLANNING STAFF			
Chief Budget Planner	1	(51)	₱6,000.00
Budget Planner	4	(44)	22,212.00
Illustrator II	1	(27)	2,400.00
Clerk II	<u>1</u>	(25)	<u>2,040.00</u>
	<u>7</u>		<u>₱32,652.00</u>

Class title	Number	Salary range	Amount
DIVISION A			
Supervising Budget Examiner	1	(51)	₱7,200.00
Senior Budget Examiner II	1	(45)	5,400.00
Senior Budget Examiner I	5	(42)	20,760.00
Budget Examiner III	6	(39)	21,960.00
Budget Examiner II	2	(36)	5,280.00
Clerk II	<u>1</u>	(25)	<u>2,580.00</u>
	<u>16</u>		<u>₱63,180.00</u>

DIVISION B			
Supervising Budget Examiner	1	(51)	₱6,000.00
Senior Budget Examiner II	1	(45)	5,400.00
Senior Budget Examiner I	4	(42)	16,140.00
Budget Examiner III	7	(39)	24,300.00
Clerk II	1	(25)	2,160.00

Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>15</u>		<u>₱55,560.00</u>
DIVISION C			
Supervising Budget Examiner	1	(51)	₱7,200.00
Senior Budget Examiner II	1	(45)	6,000.00
Senior Budget Examiner I	6	(42)	26,280.00
Budget Examiner III	4	(39)	13,200.00
Budget Examiner II	2	(36)	4,380.00
Clerk I	1	(23)	<u>1,440.00</u>
DIVISION D			
Supervising Budget Examiner	1	(51)	₱6,000.00
Senior Budget Examiner II	1	(45)	4,500.00
Senior Budget Examiner I	5	(42)	21,480.00
Budget Examiner III	5	(39)	17,520.00
Budget Examiner II	1	(36)	1,800.00
Clerk II	<u>1</u>	(25)	<u>1,680.00</u>
	<u>14</u>		<u>₱52,980.00</u>
DIVISION E			
Supervising Budget Examiner	1	(51)	₱7,200.00
Senior Budget Examiner II	1	(45)	6,000.00
Senior Budget Examiner I	7	(42)	28,680.00
Budget Examiner III	2	(39)	7,200.00
Budget Examiner II	2	(36)	5,880.00
Clerk II	<u>1</u>	(25)	<u>2,280.00</u>
	<u>14</u>		<u>₱57,240.00</u>

Stenographic Pool

Class title	Number	Salary range	Amount
Clerk II	4	(25)	₱7,080.00
Stenographer	1	(25)	1,800.00
Clerk I	<u>4</u>	(23)	<u>6,840.00</u>
	<u>9</u>		<u>₱15,720.00</u>
LEGISLATIVE STAFF			
Department Legal Counsel	1	(54)	₱7,200.00
Chief Legislative Analyst	1	(47)	6,000.00
Senior Research Attorney	1	(43)	5,400.00
Legislative Analyst	3	(41)	11,184.00
Research Attorney I	1	(34)	1,920.00
Stenographer	<u>2</u>	(25)	<u>3,780.00</u>
	<u>9</u>		<u>₱35,484.00</u>

FISCAL POLICY STAFF

Chief Fiscal Economist	1	(57)	₱8,400.00
Supervising Fiscal Economist	1	(51)	7,800.00
Senior Fiscal Economist	2	(48)	12,000.00
Fiscal Economist	2	(45)	10,800.00
Clerk I	<u>3</u>	(23)	<u>5,520.00</u>
	9		₱44,520.00
Total Permanent Positions-Salary (Project 1).....	<u>111</u>		<u>₱428,616.00</u>

Project 2: *Improvement of Management*

MANAGEMENT SERVICE

Chief Management Analyst	1	(57)	₱8,400.00
Supervising Management Analyst II	3	(51)	21,600.00
Supervising Management Analyst I	5	(47)	31,128.00
Senior Management Analyst	7	(43)	36,960.00
Management Analyst II	5	(39)	23,400.00
Administrative Assistant II	1	(37)	4,200.00
Management Analyst I	5	(36)	17,640.00
Junior Management Analyst	3	(30)	8,280.00
Illustrator II	1	(27)	2,196.00
Stenographer	1	(25)	2,400.00
Clerk I	<u>5</u>	(23)	<u>9,480.00</u>
Total Permanent Positions-Salary (Project 2)	<u>37</u>		<u>₱165,684.00</u>

PROGRAM II: ACCOUNTING ADMINISTRATION

Project 1: *Central Accounting Service*

Class title	Number	Salary range	Amount
CENTRAL ACCOUNTING SERVICE			
Chief National Accountant	1	(57)	₱8,400.00
Stenographer	1	(25)	1,800.00
Clerk I	2	(23)	2,880.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	5		₱14,520.00
ACCOUNTS DIVISION			
Supervising Chief Accountant	1	(50)	₱6,600.00
Chief Accountant II	1	(44)	4,800.00
Accountant III	1	(38)	3,120.00
Accountant I	7	(34)	14,580.00
Bookkeeper II	1	(32)	3,300.00
Accounting Clerk III	1	(28)	2,040.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>13</u>		<u>₱36,000.00</u>

SYSTEMS DIVISION

Chief Accounting System Analyst	1	(50)	₱7,200.00
Supervising Accounting System Analyst	4	(47)	26,400.00
Senior Accounting System Analyst	4	(43)	22,500.00
Accountant System Analyst	3	(39)	13,500.00
Clerk II	<u>2</u>	(25)	<u>3,840.00</u>
	<u>14</u>		<u>₱73,440.00</u>
Total Permanent Positions–Salary (Project 1)	<u>32</u>		<u>₱123,960.00</u>

Project 2: Field Accounting Services

Chief Accountant III	1	(47)	₱4,800.00
Chief Tabulating Equipment Operator	1	(40)	4,200.00
Accountant III	1	(38)	3,300.00
Assistant Chief Tabulating Equipment Operator	1	(37)	₱2,580.00
Accountant II	2	(36)	6,600.00
Accountant I	1	(34)	1,680.00
Bookkeeper II	1	(32)	2,760.00
Supervising Accounting Clerk	4	(32)	9,000.00
Bookkeeper I	3	(30)	7,200.00
Tabulating Equipment Operator II	2	(30)	4,080.00
Accounting Machine Operator II	1	(29)	2,400.00
Accounting Clerk III	12	(28)	21,720.00
Senior Clerk	1	(27)	1,560.00
Tabulating Equipment Operator I	14	(27)	26,436.00
Accounting Machine Operator I	2	(27)	3,720.00
Posting Machine Operator II	1	(27)	1,560.00
Accounting Clerk II	10	(25)	17,820.00
Clerk II	6	(25)	9,480.00
Key Punch Operator	7	(25)	11,400.00
Posting Machine Operator I	1	(25)	1,560.00
Accounting Clerk I	6	(23)	8,760.00
Clerk I	1	(23)	1,560.00
Clerical Aide	1	(18)	1,440.00
Watchman	1	(16)	1,680.00
Janitor	<u>2</u>	(14)	<u>2,880.00</u>
	<u>83</u>		<u>₱160,176.00</u>

ACCOUNTING UNIT NO. 2

Chief Accountant III	1	(47)	₱6,000.00
Accountant III	2	(38)	7,260.00
Accountant II	1	(36)	3,960.00
Accountant I	3	(34)	7,440.00
Bookkeeper II	3	(32)	5,880.00
Supervising Accounting Clerk	4	(32)	10,320.00
Bookkeeper I	5	(30)	10,680.00

Accounting Clerk III	13	(28)	22,680.00
Senior Clerk	2	(27)	3,360.00
Accounting Clerk II	11	(25)	18,720.00
Clerk II	2	(25)	3,000.00
Accounting Clerk I	10	(23)	14,760.00
Clerk I	4	(23)	6,240.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>62</u>		<u>₱121,740.00</u>

ACCOUNTING UNIT NO. 3

Chief Accountant III	1	(47)	₱4,800.00
Accountant III	1	(38)	3,960.00
Accountant II	1	(36)	3,480.00
Bookkeeper II	2	(32)	5,160.00
Supervising Accounting Clerk	4	(32)	8,940.00
Senior Accounting Machine Operator	1	(31)	1,680.00
Bookkeeper I	1	(30)	2,160.00
Accounting Clerk III	12	(28)	22,140.00
Senior Clerk	1	(27)	1,560.00
Accounting Machine Operator I	1	(27)	1,800.00
Accounting Clerk II	10	(25)	15,360.00
Clerk II	2	(25)	3,000.00
Accounting Clerk I	8	(23)	12,240.00
Clerk I	1	(23)	1,680.00
Clerical Aide	2	(18)	2,880.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>49</u>		<u>₱92,280.00</u>

ACCOUNTING UNIT NO. 4

Chief Accountant III	1	(47)	₱6,000.00
Accountant III	3	(38)	10,380.00
Accountant II	3	(36)	10,380.00
Bookkeeper II	4	(32)	9,000.00
Supervising Accounting Clerk	1	(32)	1,800.00
Bookkeeper I	3	(30)	5,900.00
Accounting Clerk III	10	(28)	20,424.00
Accounting Clerk II	2	(25)	3,440.00
Clerk II	2	(25)	3,240.00
Accounting Clerk I	1	(23)	1,440.00
Clerk I	4	(23)	6,240.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>35</u>		<u>₱79,684.00</u>

ACCOUNTING UNIT NO. 5

Chief Accountant II	1	(44)	₱6,000.00
Accountant II	1	(36)	3,300.00

Class title	Number	Salary range	Amount
Bookkeeper II	2	(32)	3,980.00
Supervising Accounting Clerk	2	(32)	3,240.00
Bookkeeper I	1	(30)	2,400.00
Accounting Clerk III	1	(28)	1,440.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	2	(25)	3,240.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	2	(23)	3,000.00
Clerk I	1	(23)	1,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>16</u>		<u>₱33,480.00</u>
ACCOUNTING UNIT NO. 6			
Chief Accountant III	1	(47)	₱6,600.00
Accountant III	1	(38)	3,120.00
Accountant II	2	(36)	6,420.00
Accountant I	1	(34)	3,108.00
Bookkeeper II	2	(32)	5,160.00
Supervising Accounting Clerk	2	(32)	4,500.00
Bookkeeper I	3	(30)	5,280.00
Accounting Clerk III	2	(28)	3,240.00
Senior Clerk	2	(27)	3,120.00
Accounting Clerk II	2	(25)	3,000.00
Clerk II	2	(25)	2,880.00
Accounting Clerk I	1	(23)	1,440.00
Clerk I	1	(23)	1,560.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>23</u>		<u>₱50,868.00</u>
ACCOUNTING UNIT NO. 7			
Chief Accountant III	1	(47)	₱5,400.00
Accountant III	1	(38)	4,200.00
Accountant II	1	(36)	3,480.00
Bookkeeper II	1	(32)	2,760.00
Supervising Accounting Clerk	2	(32)	3,960.00
Bookkeeper I	1	(30)	1,560.00
Accounting Clerk III	9	(28)	14,160.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	19	(25)	28,200.00
Clerk II	6	(25)	9,240.00
Accounting Clerk I	<u>8</u>	(23)	<u>11,640.00</u>
	<u>50</u>		<u>₱86,160.00</u>
ACCOUNTING UNIT NO. 7-A			
Chief Accountant III	1	(47)	₱6,000.00

Class title	Number	Salary range	Amount
Accountant III	1	(38)	3,300.00
Accountant II	1	(36)	2,940.00
Accountant I	1	(34)	2,040.00
Bookkeeptr II	1	(32)	1,800.00
Supervising Accountant Clerk	4	(32)	9,780.00
Bookkeeper I	2	(30)	4,860.00
Accounting Clerk III	9	(28)	15,660.00
Senior Clerk	2	(27)	3,360.00
Accounting Clerk II	15	(25)	23,820.00
Clerk II	3	(25)	4,800.00
Accounting Clerk I	<u>9</u>	(23)	<u>13,680.00</u>
	<u>49</u>		<u>₱92,040.00</u>
ACCOUNTING UNIT NO. 8			
Chief Accountant III	1	(47)	₱6,000.00
Accountant III	1	(38)	4,800.00
Accountant II	1	(36)	3,300.00
Bookkeeper II	2	(32)	4,320.00
Supervising Accounting Clerk	3	(32)	6,420.00
Bookkeeper I	3	(30)	6,000.00
Accounting Clerk III	6	(28)	9,960.00
Senior Clerk	1	(27)	2,160.00
Accounting Clerk II	5	(25)	7,200.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	<u>3</u>	(23)	<u>4,800.00</u>
	<u>27</u>		<u>₱56,400.00</u>
ACCOUNTING UNIT 9			
Chief Accountant III	1	(47)	₱6,000.00
Accountant III	1	(38)	3,720.00
Accountant II	1	(36)	3,120.00
Bookkeeper II	2	(32)	4,740.00
Supervising Accounting Clerk	2	(32)	5,340.00
Bookkeeper I	1	(30)	2,580.00
Accounting Clerk III	9	(28)	18,120.00
Senior Clerk	1	(27)	2,040.00
Accounting Clerk II	15	(25)	25,200.00
Clerk II	4	(25)	6,000.00
Accounting Clerk I	10	(23)	15,840.00
Clerk I	3	(23)	4,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>51</u>		<u>₱98,580.00</u>
ACCOUNTING UNIT 10			
Chief Accountant III	1	(47)	₱6,000.00

Class title	Number	Salary range	Amount
Accountant III	1	(38)	3,300.00
Accountant I	1	(34)	2,940.00
Bookkeeper II	1	(32)	2,760.00
Supervising Accounting Clerk	2	(32)	4,920.00
Bookkeeper I	1	(30)	2,040.00
Accounting Clerk III	11	(28)	20,520.00
Accounting Clerk II	4	(25)	6,480.00
Clerk II	1	(25)	1,560.00
Accounting Clerk I	4	(23)	5,760.00
Clerk I	1	(23)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>29</u>		<u>₱59,160.00</u>
ACCOUNTING UNIT NO. 11			
Chief Accountant III	1	(47)	₱5,400.00
Accountant III	1	(38)	3,120.00
Bookkeeper II	2	(32)	3,600.00
Supervising Accounting Clerk	3	(32)	6,000.00
Bookkeeper I	2	(30)	4,140.00
Accounting Clerk III	10	(28)	17,640.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	15	(25)	22,200.00
Clerk II	4	(25)	6,000.00
Accounting Clerk I	10	(23)	14,880.00
Clerk I	3	(23)	4,320.00
Clerical Aide	1	(18)	1,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>54</u>		<u>₱91,740.00</u>
ACCOUNTING UNIT NO. 12			
Chief Accountant II	1	(44)	₱6,000.00
Accountant III	1	(38)	3,960.00
Accountant I	1	(34)	3,120.00
Bookkeeper II	1	(32)	2,580.00
Supervising Accounting Clerk	2	(32)	4,560.00
Accounting Clerk III	8	(28)	13,200.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	6	(25)	9,000.00
Accounting Clerk I	1	(23)	1,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>23</u>		<u>₱46,860.00</u>
ACCOUNTING UNIT NO. 13			
Chief Accountant III	1	(47)	₱5,100.00
Accountant III	1	(38)	3,720.00

Class title	Number	Salary range	Amount
Bookkeeper II	1	(32)	1,800.00
Supervising Accounting Clerk	2	(32)	4,380.00
Bookkeeper I	2	(30)	3,960.00
Accounting Clerk III	3	(28)	5,160.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	15	(25)	25,200.00
Clerk II	2	(25)	3,000.00
Accounting Clerk I	10	(23)	15,000.00
Clerk I	2	(23)	2,880.00
Clerical Aide	1	(18)	1,440.00
	<u>41</u>		<u>₱73,200.00</u>
ACCOUNTING UNIT NO. 14			
Chief Accountant III	1	(47)	₱4,200.00
Accountant III	1	(38)	3,960.00
Accountant II	3	(36)	9,720.00
Bookkeeper II	3	(32)	5,400.00
Supervising Accounting Clerk	2	(32)	4,200.00
Bookkeeper	3	(30)	4,800.00
Accounting Clerk III	9	(28)	14,904.00
Senior Clerk	1	(27)	1,440.00
Accounting Clerk II	15	(25)	24,120.00
Clerk II	2	(25)	2,880.00
Accounting Clerk I	2	(23)	2,880.00
Clerk I	1	(23)	1,560.00
	<u>43</u>		<u>₱80,064.00</u>
ACCOUNTING UNIT NO. 15			
Chief Accountant III	1	(47)	₱4,500.00
Accountant III	1	(38)	3,120.00
Bookkeeper II	1	(32)	1,800.00
Supervising Accounting Clerk	2	(32)	3,120.00
Bookkeeper I	1	(30)	2,160.00
Accounting- Clerk III	12	(28)	18,840.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	3	(25)	4,680.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	3	(23)	4,560.00
Clerical Aide	1	(18)	1,800.00
	<u>27</u>		<u>₱47,580.00</u>
ACCOUNTING UNIT NO. 16			
Chief Accountant II	1	(44)	₱4,200.00
Accountant II	1	(36)	3,300.00
Accountant I	1	(34)	2,580.00

Class title	Number	Salary range	Amount
Bookkeeper II	1	(32)	2,160.00
Supervising Accounting Clerk	2	(32)	3,960.00
Bookkeeper I	2	(30)	5,880.00
Accounting Clerk III	2	(28)	3,360.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	3	(25)	4,800.00
Clerk II	1	(25)	1,560.00
Accounting Clerk I	2	(23)	3,360.00
Clerk I	1	(23)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>19</u>		<u>₱39,600.00</u>
ACCOUNTING UNIT NO. 17			
Chief Accountant II	1	(44)	₱4,200.00
Accountant II	1	(36)	2,940.00
Bookkeeper II	1	(32)	2,280.00
Supervising Accounting Clerk	2	(32)	3,600.00
Bookkeeper I	2	(30)	4,560.00
Accounting Clerk III	5	(28)	9,600.00
Accounting Clerk II	10	(25)	15,960.00
Accounting Clerk I	6	(23)	9,120.00
Clerk I	1	(23)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>30</u>		<u>₱55,140.00</u>
ACCOUNTING UNIT NO. 18			
Chief Accountant II	1	(44)	₱6,000.00
Accountant II	1	(36)	2,760.00
Bookkeeper II	1	(32)	1,920.00
Supervising Accounting Clerk	2	(32)	4,980.00
Bookkeeper I	1	(30)	1,680.00
Accounting Clerk III	4	(28)	7,800.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	5	(25)	7,920.00
Clerk II	1	(25)	1,560.00
Accounting Clerk I	3	(23)	4,800.00
Clerk I	2	(23)	2,880.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>23</u>		<u>₱45,300.00</u>
ACCOUNTING UNIT NO. 19			
Chief Accountant II	1	(44)	₱4,800.00
Accountant II	1	(36)	3,120.00
Accountant I	1	(34)	2,580.00
Bookkeeper II	2	(32)	5,100.00

Class title	Number	Salary range	Amount
Supervising Accounting Clerk	2	(32)	4,080.00
Bookkeeper I	2	(30)	4,980.00
Accounting Clerk III	3	(28)	7,440.00
Senior Clerk	1	(27)	1,800.00
Accounting Clerk II	5	(25)	8,280.00
Clerk II	2	(25)	3,240.00
Accounting I	2	(23)	2,880.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>23</u>		<u>₱49,740.00</u>
ACCOUNTING UNIT NO. 20			
Chief Accountant II	1	(44)	₱5,100.00
Accountant II	1	(36)	3,120.00
Accountant I	2	(34)	4,080.00
Bookkeeper II	1	(32)	1,800.00
Supervising Accounting Clerk	1	(32)	1,800.00
Bookkeeper I	2	(30)	3,720.00
Accounting Clerk III	9	(28)	16,344.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	5	(25)	7,560.00
Clerk I	1	(23)	1,800.00
Accounting Clerk I	1	(23)	1,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>26</u>		<u>₱49,764.00</u>
ACCOUNTING UNIT NO. 21			
Chief Accountant II	1	(44)	₱5,100.00
Accountant II	1	(36)	3,120.00
Accountant I	1	(34)	2,400.00
Bookkeeper II	2	(32)	4,200.00
Supervising Accounting Clerk	2	(32)	3,360.00
Accounting Clerk III	8	(28)	13,800.00
Senior Clerk	1	(27)	1,680.00
Accounting Clerk II	18	(25)	28,560.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	<u>5</u>	(23)	<u>7,800.00</u>
	<u>40</u>		<u>₱71,460.00</u>
ACCOUNTING UNIT NO. 22			
Chief Accountant III	1	(47)	₱6,000.00
Accountant III	1	(38)	3,480.00
Accountant I	1	(34)	3,108.00
Bookkeeper II	1	(32)	1,800.00
Supervising Accounting Clerk	2	(32)	4,560.00
Bookkeeper I	2	(30)	4,224.00

Class title	Number	Salary range	Amount
Accounting Clerk III	10	(28)	15,720.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	7	(25)	11,220.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	4	(23)	6,360.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>32</u>		<u>₱60,912.00</u>
ACCOUNTING UNIT NO. 23			
Chief Accountant I	1	(41)	₱5,100.00
Accountant II	1	(36)	3,960.00
Accountant I	1	(34)	3,480.00
Bookkeeper I	1	(30)	2,040.00
Accounting Clerk III	1	(28)	1,920.00
Accounting Clerk II	<u>1</u>	(25)	<u>1,680.00</u>
	<u>6</u>		<u>₱18,180.00</u>
ACCOUNTING UNIT NO. 24			
Chief Accountant I	1	(41)	₱3,960.00
Accountant I	1	(34)	2,580.00
Bookkeeper I	1	(30)	2,400.00
Accounting Clerk III	1	(28)	1,800.00
Accounting Clerk II	3	(25)	5,520.00
Accounting Clerk I	<u>2</u>	(23)	<u>3,000.00</u>
	<u>9</u>		<u>₱19,260.00</u>
ACCOUNTING UNIT NO. 25			
Chief Accountant II	1	(44)	₱5,400.00
Accountant II	2	(36)	7,440.00
Bookkeeper II	2	(32)	6,240.00
Supervising Accounting Clerk	3	(32)	6,360.00
Bookkeeper I	2	(30)	5,340.00
Accounting Clerk III	3	(28)	5,160.00
Accounting Clerk II	2	(25)	3,360.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>16</u>		<u>₱41,100.00</u>
ACCOUNTING UNIT NO. 26			
Chief Accountant I	1	(41)	₱3,960.00
Accountant I	1	(34)	2,760.00
Bookkeeper I	1	(30)	1,560.00
Accounting Clerk III	2	(28)	3,720.00
Accounting Clerk II	4	(25)	6,720.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	4	(23)	6,000.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>

	<u>15</u>		<u>₱27,600.00</u>
ACCOUNTING UNIT NO. 27			
Accountant III	1	(38)	2,940.00
Accountant II	1	(36)	2,580.00
Bookkeeper II	2	(32)	3,600.00
Supervising Accounting Clerk	2	(32)	3,360.00
Bookkeeper I	2	(30)	3,120.00
Accounting Clerk III	8	(28)	12,240.00
Senior Clerk	1	(27)	2,160.00
Printing Machine Operator II	3	(27)	5,040.00
Accounting Clerk II	8	(25)	11,640.00
Clerk II	1	(25)	1,560.00
Accounting Clerk I	2	(23)	2,880.00
Clerk I	2	(23)	2,880.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>35</u>		<u>₱60,540.00</u>
ACCOUNTING UNIT NO. 28			
Chief Accountant II	1	(44)	₱3,960.00
Accountant II	1	(36)	2,760.00
Accountant I	1	(34)	2,760.00
Bookkeeper II	1	(32)	2,040.00
Supervising Accounting Clerk	2	(32)	4,320.00
Bookkeeper I	2	(30)	3,120.00
Accounting Clerk III	4	(28)	7,200.00
Senior Clerk	1	(27)	2,280.00
Accounting Clerk II	8	(25)	12,480.00
Clerk II	1	(25)	1,920.00
Accounting Clerk I	10	(23)	15,480.00
Clerk I	2	(23)	3,840.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>35</u>		<u>₱63,600.00</u>
ACCOUNTING UNIT NO. 29			
Chief Accountant II	1	(44)	₱3,960.00
Accountant II	1	(36)	3,120.00
Accountant I	1	(34)	3,120.00
Bookkeeper II	1	(32)	2,760.00
Supervising Accounting Clerk	2	(32)	3,240.00
Bookkeeper I	3	(30)	5,040.00
Accounting Clerk III	5	(28)	8,544.00
Senior Clerk	1	(27)	1,800.00
Accounting Clerk II	6	(25)	9,840.00
Clerk II	1	(25)	1,800.00
Accounting Clerk I	5	(23)	7,320.00

Class title	Number	Salary range	Amount
Class title	Number	Salary range	Amount
Clerk I	2	(23)	3,120.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>30</u>		<u>₱55,104.00</u>
ACCOUNTING UNIT NO. 30			
Chief Accountant III	1	(47)	₱4,200.00
Accountant III	1	(38)	3,120.00
Bookkeeper II	1	(32)	2,280.00
Supervising Accounting Clerk	2	(32)	4,740.00
Accounting Clerk III	2	(28)	3,840.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	2	(25)	3,360.00
Clerk II	1	(25)	1,560.00
Accounting Clerk I	2	(23)	3,000.00
Clerk I	1	(23)	1,800.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>15</u>		<u>₱30,900.00</u>
Class title	Number	Salary range	Amount
ACCOUNTING UNIT NO. 31			
Chief Accountant I	1	(41)	₱3,960.00
Accountant II	1	(36)	3,300.00
Accountant I	1	(34)	2,400.00
Bookkeeper I	2	(30)	3,480.00
Accounting Clerk III	3	(28)	5,940.00
Accounting Clerk II	6	(25)	11,280.00
Clerk II	1	(25)	1,560.00
Accounting Clerk I	6	(23)	9,240.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>22</u>		<u>₱42,600.00</u>
ACCOUNTING UNIT NO. 32			
Chief Accountant I	1	(41)	₱4,500.00
Accountant I	2	(34)	4,260.00
Bookkeeper I	3	(30)	6,240.00
Accounting Clerk III	3	(28)	5,040.00
Accounting Clerk II	5	(25)	7,920.00
Clerk II	2	(25)	3,000.00
Accounting Clerk I	5	(23)	7,320.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>22</u>		<u>₱39,720.00</u>
ACCOUNTING UNIT NO. 33			
Chief Accountant II	1	(44)	₱6,000.00

Accountant II	1	(36)	3,120.00
Accountant I	1	(34)	1,920.00
Bookkeeper II	1	(32)	1,560.00
Supervising Accounting Clerk	2	(32)	4,620.00
Bookkeeper I	1	(30)	1,800.00
Accounting Clerk III	4	(28)	6,840.00
Senior Clerk	1	(27)	2,160.00
Accounting Clerk II	4	(25)	5,880.00
Accounting Clerk I	2	(23)	2,880.00
Clerical Aide	1	(18)	1,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>20</u>		<u>₱39,660.00</u>
ACCOUNTING UNIT NO. 34			
Accountant III	1	(38)	₱4,500.00
Bookkeeper I	1	(30)	1,920.00
Accounting Clerk III	1	(28)	1,440.00
Accounting Clerk II	1	(25)	1,560.00
Accounting Clerk I	2	(23)	3,000.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>7</u>		<u>₱13,860.00</u>
Class title	Number	Salary range	Amount
ACCOUNTING UNIT NO. 35			
Chief Accountant I	1	(41)	₱4,200.00
Accountant I	1	(34)	2,160.00
Bookkeeper I	2	(30)	3,720.00
Accounting Clerk III	3	(28)	4,920.00
Accounting Clerk II	5	(25)	8,160.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	6	(23)	8,880.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>20</u>		<u>₱34,920.00</u>
ACCOUNTING UNIT NO. 36			
Chief Accountant I	1	(41)	₱3,960.00
Accountant I	1	(34)	1,680.00
Bookkeeper I	1	(30)	1,920.00
Accounting Clerk III	3	(28)	5,160.00
Accounting Clerk II	3	(25)	4,800.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	6	(23)	9,360.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>17</u>		<u>₱29,760.00</u>
ACCOUNTING UNIT NO. 37			
Chief Accountant II	1	(44)	₱4,200.00
Accountant II	1	(36)	3,300.00
Accountant I	2	(34)	5,340.00

Bookkeeper II	1	(32)	2,760.00
Supervising Accounting Clerk	2	(32)	3,480.00
Bookkeeper I	1	(30)	2,160.00
Accounting Clerk III	1	(28)	1,920.00
Senior Clerk	1	(27)	1,560.00
Accounting Clerk II	2	(25)	3,480.00
Clerk II	1	(25)	1,680.00
Accounting Clerk I	2	(23)	2,880.00
Clerk I	1	(23)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>17</u>		<u>₱35,640.00</u>
ACCOUNTING UNIT NO. 38			
Accountant I	1	(34)	₱3,960.00
Accounting Clerk II	<u>1</u>	(25)	<u>1,560.00</u>
	<u>2</u>		<u>₱5,520.00</u>
ACCOUNTING UNIT NO. 39			
Chief Accountant I	1	(41)	₱3,960.00
Accountant I	1	(34)	2,160.00
Bookkeeper I	1	(30)	2,580.00
Accounting Clerk III	1	(28)	1,560.00
Accounting Clerk II	3	(25)	7,740.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	3	(23)	4,800.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>12</u>		<u>₱25,680.00</u>
ACCOUNTING UNIT NO. 40			
Chief Accountant I	1	(41)	₱4,200.00
Accountant I	1	(34)	2,400.00
Bookkeeper II	1	(32)	1,560.00
Bookkeeper I	2	(30)	3,840.00
Accounting Clerk III	2	(28)	2,880.00
Accounting Clerk II	2	(25)	3,240.00
Accounting Clerk I	2	(23)	2,880.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>12</u>		<u>₱22,440.00</u>
ACCOUNTING UNIT NO. 41			
Accountant I	1	(34)	2,760.00
Bookkeeper I	2	(30)	4,800.00
Accounting Clerk III	1	(28)	1,800.00
Accounting Clerk II	2	(25)	3,720.00
Accounting Clerk I	1	(23)	1,440.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>9</u>		<u>₱19,920.00</u>

ACCOUNTING UNIT NO. 42

Accountant III	1	(38)	₱3,480.00
Bookkeeper I	2	(30)	3,600.00
Accounting Clerk III	<u>2</u>	(28)	<u>3,240.00</u>
	<u>5</u>		<u>₱10,320.00</u>

ACCOUNTING UNIT NO. 43

Chief Accountant I	1	(41)	₱4,500.00
Accountant I	1	(34)	3,120.00
Bookkeeper II	1	(32)	2,160.00
Accounting Clerk III	1	(28)	1,440.00
Accounting Clerk II	1	(25)	2,040.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	<u>2</u>	(23)	<u>3,000.00</u>
	<u>8</u>		<u>₱17,700.00</u>

Class title	Number	Salary range	Amount
ACCOUNTING UNIT NO. 44			
Accountant II	1	(36)	₱2,760.00
Bookkeeper I	1	(30)	2,760.00
Accounting Clerk III	2	(28)	3,000.00
Accounting Clerk II	1	(25)	1,440.00
ACCOUNTING UNIT NO. 44			
Clerk II	1	(25)	1,440.00
Accounting Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>7</u>		<u>₱12,840.00</u>

ACCOUNTING UNIT NO. 45

Chief Accountant I	1	(41)	₱4,500.00
Accountant I	1	(34)	2,040.00
Bookkeeper I	2	(30)	3,360.00
Accounting Clerk III	1	(28)	1,560.00
Accounting Clerk II	2	(25)	2,880.00
Accounting Clerk I	2	(23)	3,120.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>10</u>		<u>₱18,900.00</u>

ACCOUNTING UNIT NO. 46

Chief Accountant II	1	(44)	₱3,960.00
Accountant II	2	(36)	6,840.00
Accountant I	1	(34)	2,760.00
Bookkeeper II	1	(32)	2,160.00
Supervising Accounting Clerk	2	(32)	4,440.00
Bookkeeper I	2	(30)	4,800.00
Accounting Clerk III	5	(28)	11,568.00
Senior Clerk	1	(27)	1,560.00

Accounting Clerk II	7	(25)	13,200.00
Clerk II	1	(25)	1,560.00
Accounting Clerk I	9	(23)	14,400.00
Clerk I	<u>2</u>	(23)	<u>3,960.00</u>
	<u>34</u>		<u>₱71,208.00</u>

ACCOUNTING UNIT NO. 47

Chief Accountant I	1	(41)	₱4,500.00
Accountant I	2	(34)	4,800.00
Bookkeeper I	3	(30)	5,280.00
Accounting Clerk III	4	(28)	7,680.00
Accounting Clerk II	3	(25)	4,560.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>15</u>		<u>₱29,820.00</u>

Class title	Number	Salary range	Amount
ACCOUNTING UNIT NO. 48			
Chief Accountant I	1	(41)	₱3,960.00
Accountant I	1	(34)	1,800.00
Bookkeeper I	1	(30)	1,800.00
Accounting Clerk III	2	(28)	3,600.00
Accounting Clerk II	4	(25)	7,800.00
Clerk II	1	(25)	1,800.00
Accounting Clerk I	5	(23)	8,640.00
Clerk I	<u>1</u>	(23)	<u>1,680.00</u>
	<u>16</u>		<u>₱31,080.00</u>

ACCOUNTING UNIT NO. 49

Chief Accountant I	1	(41)	₱5,400.00
Accountant I	1	(34)	1,920.00
Bookkeeper I	2	(30)	3,360.00
Accounting Clerk III	2	(28)	3,000.00
Accounting Clerk II	2	(25)	3,480.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	2	(23)	3,000.00
Clerk I	<u>1</u>	(23)	<u>1,560.00</u>
	<u>12</u>		<u>₱23,160.00</u>

ACCOUNTING UNIT NO. 50

Chief Accountant I	1	(41)	₱3,960.00
Accountant I	1	(34)	2,580.00
Bookkeeper I	1	(30)	2,400.00
Accounting Clerk III	1	(28)	1,920.00
Accounting Clerk II	2	(25)	4,080.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	1	(23)	1,440.00

Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>9</u>		<u>₱19,260.00</u>

ACCOUNTING UNIT NO. 51 & 61

Chief Accountant I	1	(41)	₱3,960.00
Accountant I	1	(34)	3,120.00
Accounting Clerk III	2	(28)	4,704.00
Accounting Clerk II	<u>1</u>	(25)	<u>1,440.00</u>
	<u>5</u>		<u>₱13,224.00</u>

ACCOUNTING UNIT NO. 52

Chief Accountant II	1	(44)	₱4,500.00
Accountant II	1	(36)	3,480.00
Accountant I	1	(34)	1,920.00
Bookkeeper II	1	(32)	2,760.00
Bookkeeper I	3	(30)	6,000.00
Accounting Clerk III	5	(28)	8,040.00
Accounting Clerk II	6	(25)	9,960.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	7	(23)	10,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>27</u>		<u>₱49,980.00</u>

ACCOUNTING UNIT NO. 53

Accountant II	1	(36)	₱4,500.00
Bookkeeper I	2	(30)	4,680.00
Accounting Clerk III	1	(28)	1,560.00
Accounting Clerk II	1	(25)	1,440.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>7</u>		<u>₱15,060.00</u>

Class title	Number	Salary range	Amount
ACCOUNTING UNIT NO. 54			
Accountant II	1	(36)	₱3,960.00
Accounting Clerk III	<u>1</u>	(28)	<u>1,680.00</u>
	<u>2</u>		<u>₱5,640.00</u>

ACCOUNTING UNIT NO. 55

Accountant II	1	(36)	₱3,120.00
Bookkeeper I	1	(30)	2,400.00
Accounting Clerk III	1	(28)	1,920.00
Accounting Clerk II	<u>1</u>	(25)	<u>1,800.00</u>
	<u>4</u>		<u>₱9,240.00</u>

ACCOUNTING UNIT NO. 56

Accountant II	1	(36)	₱3,960.00
Accountant I	1	(34)	2,160.00
Bookkeeper I	2	(30)	5,340.00
Accounting Clerk III	2	(28)	3,000.00
Accounting Clerk II	2	(25)	3,240.00
Accounting Clerk I	2	(23)	2,880.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>11</u>		<u>₱22,020.00</u>

ACCOUNTING UNIT NO. 57

Accountant II	1	(36)	₱4,200.00
Bookkeeper I	1	(30)	2,160.00
Accounting Clerk III	1	(28)	2,280.00
Clerk II	1	(25)	1,440.00
Accounting Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>5</u>		<u>₱11,880.00</u>

ACCOUNTING UNIT NO. 58

Accountant I	1	(34)	₱3,300.00
Clerk II	<u>1</u>	(25)	<u>1,680.00</u>
	<u>2</u>		<u>₱4,980.00</u>

ACCOUNTING UNIT NO. 59

Accountant I	1	(34)	₱4,800.00
Bookkeeper I	1	(30)	2,760.00
Accounting Clerk II	<u>1</u>	(25)	<u>1,800.00</u>
	<u>3</u>		<u>₱9,360.00</u>

ACCOUNTING UNIT NO. 60

Accountant I	1	(34)	₱2,760.00
Accounting Clerk III	<u>1</u>	(28)	<u>1,800.00</u>
	<u>2</u>		<u>₱4,560.00</u>

ACCOUNTING UNIT NO. 62

Accountant II	1	(36)	₱3,480.00
Accounting Clerk III	<u>1</u>	(28)	<u>₱1,920.00</u>
	<u>2</u>		<u>₱5,400.00</u>

ACCOUNTING UNIT NO. 63

Chief Accountant I	1	(41)	₱5,400.00
Accountant I	1	(34)	3,960.00
Bookkeeper I	1	(30)	2,580.00
Accounting Clerk III	1	(28)	2,400.00
Accounting Clerk II	2	(25)	3,600.00
Accounting Clerk I	2	(23)	3,600.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>

	<u>9</u>		<u>₱23,340.00</u>
NATIONAL ACCOUNTING COMMITTEE			
Chief Accountant III	1	(47)	₱6,000.00
Chief Accountant I	1	(41)	4,404.00
Accountant III	3	(38)	7,560.00
Accountant II	2	(36)	₱4,920.00
Accountant I	2	(34)	5,340.00
Supervising Accounting Clerk	12	(32)	22,800.00
Accounting Clerk III	5	(28)	8,640.00
Senior Clerk	1	(27)	2,160.00
Class title	Number	Salary range	Amount
NATIONAL ACCOUNTING COMMITTEE			
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>28</u>		<u>₱63,264.00</u>
Total Permanent Positions–Salary (Project 2)	<u>1,399</u>		<u>₱2,740,168.00</u>

Project 3: Supervisory Accounting Services

ACCOUNTING COORDINATION DIVISION			
Supervising Chief Accountant	5	(50)	₱31,800.00
Accountant II	5	(36)	13,320.00
Senior Clerk	1	(27)	1,680.00
Clerk II	<u>1</u>	(25)	<u>1,560.00</u>
Total Permanent Positions–Salary (Project 3)	<u>12</u>		<u>₱48,360.00</u>

PROGRAM III: PERSONNEL ADMINISTRATION

Project 1: Wage and Position Classification Administration

OFFICE OF THE DIRECTOR			
Director of Classification and Compensation	1	(57)	₱8,400.00
Assistant Director of Classification and Compensation ..	1	(51)	6,600.00
Chief Classification Analyst	1	(47)	5,928.00
(Field) Supervising Classification Analyst	1	(43)	5,400.00
(Field) Senior Classification Analyst	1	(39)	3,120.00
Secretary I	1	(30)	2,400.00
Senior Stenographer	<u>1</u>	(27)	<u>2,280.00</u>
	<u>7</u>		<u>₱34,128.00</u>
STANDARDS DIVISION			
Supervising Classification Analyst	1	(43)	₱5,400.00
Senior Classification Analyst	1	(39)	3,120.00
Classification Analyst	4	(36)	11,760.00
Stenographer	1	(25)	2,160.00
Clerk I	<u>2</u>	(23)	<u>4,440.00</u>

	<u>9</u>		<u>₱26,880.00</u>
CLASSIFICATION DIVISION I			
Supervising Classification Analyst	1	(43)	₱5,400.00
Senior Classification Analyst	1	(39)	3,120.00
Classification Analyst	7	(36)	19,680.00
Junior Classification Analyst	1	(30)	2,544.00
Stenographer	1	(25)	2,400.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>12</u>		<u>₱34,944.00</u>
Class title	Number	Salary range	Amount
CLASSIFICATION DIVISION II			
Supervising Classification Analyst	1	(43)	₱5,400.00
Senior Classification Analyst	1	(39)	2,940.00
Classification Analyst	7	(36)	20,580.00
Junior Classification Analyst	1	(30)	2,400.00
Stenographer	1	(25)	2,280.00
Clerk I	<u>1</u>	(23)	<u>2,040.00</u>
	<u>12</u>		<u>₱35,640.00</u>
CLASSIFICATION DIVISION III			
Supervising Classification Analyst	1	(43)	₱5,400.00
Senior Classification Analyst	1	(39)	3,720.00
Classification Analyst	7	(36)	20,580.00
Junior Classification Analyst	1	(30)	2,544.00
Stenographer	1	(25)	1,800.00
Clerk I	<u>1</u>	(23)	<u>2,280.00</u>
	<u>12</u>		<u>₱36,324.00</u>
CLASSIFICATION DIVISION IV			
Supervising Classification Analyst	1	(43)	₱5,400.00
Senior Classification Analyst	1	(39)	3,120.00
Classification Analyst	7	(36)	20,640.00
Junior Classification Analyst	1	(30)	₱2,544.00
Stenographer	1	(25)	1,680.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>12</u>		<u>₱35,184.00</u>
CLASSIFICATION DIVISION V			
Supervising Classification Analyst	1	(43)	5,400.00
Senior Classification Analyst	1	(39)	3,120.00
Classification Analyst	7	(36)	22,680.00
Junior Classification Analyst	1	(30)	2,040.00
Stenographer	1	(25)	1,800.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>

	<u>12</u>		<u>₱36,840.00</u>
CLASSIFICATION DIVISION VI			
Supervising Classification Analyst	1	(43)	5,400.00
Senior Classification Analyst	1	(39)	3,120.00
Classification Analyst	7	(36)	20,700.00
Junior Classification Analyst	1	(30)	2,400.00
Stenographer	1	(25)	2,160.00
Class title	Number	Salary range	Amount
CLASSIFICATION DIVISION VI			
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>12</u>		<u>₱35,580.00</u>
CLASSIFICATION DIVISION VII			
Supervising Classification Analyst	1	(43)	5,400.00
Senior Classification Analyst	1	(39)	3,720.00
Classification Analyst	7	(36)	20,220.00
Junior Classification Analyst	1	(30)	2,544.00
Stenographer	1	(25)	2,040.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>12</u>		<u>₱35,724.00</u>
CLASSIFICATION DIVISION VIII			
Supervising Classification Analyst	1	(43)	5,400.00
Senior Classification Analyst	1	(39)	3,120.00
Classification Analyst	7	(36)	20,532.00
Junior Classification Analyst	1	(30)	₱2,400.00
Stenographer	1	(25)	2,280.00
Clerk I	<u>1</u>	(23)	<u>2,160.00</u>
	<u>12</u>		<u>₱35,892.00</u>
			₱347,136.00
For Miscellaneous and Emergency Employees			27,160.00
Total Permanent Positions–Salary (Project 1)	<u>112</u>		<u>₱374,296.00</u>

Project 2: Personnel Appointments Processing

APPOINTMENT PROCESSING DIVISION			
Chief Appointment Examiner	1	(43)	₱5,100.00
Supervising Appointment Examiner II	3	(39)	12,060.00
Appointment Examiner III	6	(31)	18,360.00
Records Officer I	1	(30)	2,760.00
Appointment Examiner II	5	(27)	110,140.00
Clerk I	<u>6</u>	(23)	<u>9,840.00</u>
Total Permanent Positions–Salary (Project 2)	<u>22</u>		<u>₱58,260.00</u>

PROGRAM IV: GENERAL ADMINISTRATION

Project I: *General Administration*

OFFICE OF THE COMMISSIONER

Commissioner of the Budget	1	Exempt	₱12,000.00
Senior Executive Assistant II	2	(50)	16,800.00
Public Relations Officer III	1	(46)	6,600.00
Senior Executive Assistant I	1	(43)	4,500.00
Private Secretary	1	(40)	5,100.00
Special Investigator	1	(35)	2,160.00
Senior Clerk	1	(27)	2,400.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>9</u>		<u>₱51,000.00</u>

OFFICE OF THE DEPUTY COMMISSIONER

Deputy Commissioner of the Budget	1	Exempt	₱9,000.00
Senior Executive Assistant II	2	(50)	14,400.00
Secretary I	1	(30)	2,940.00
Clerical Aide	<u>1</u>	(18)	<u>1,560.00</u>
	<u>5</u>		<u>₱27,900.00</u>

ADMINISTRATIVE DIVISION

Administrative Officer V	1	(52)	7,200.00
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General Services Section

Administrative Officer II	1	(45)	5,400.00
Budget Officer I	1	(39)	3,480.00
Administrative Assistant II	1	(37)	4,200.00
Administrative Assistant I	1	(35)	3,720.00
Senior Stenographer	1	(27)	1,800.00
Junior Librarian	1	(25)	1,560.00
Clerk II	3	(25)	5,280.00
Clerk I	1	(23)	1,800.00
Motor Pool Dispatcher	1	(23)	2,160.00
Light Equipment Operator II	9	(20)	17,160.00
Clerical Aide	1	(18)	1,440.00
Watchman	2	(16)	2,880.00
Janitor	<u>14</u>	(14)	<u>20,640.00</u>
	<u>38</u>		<u>₱78,720.00</u>

Personnel Section

Personnel Officer II	1	(43)	₱4,860.00
Senior Training Officer	1	(39)	3,984.00
Supervising Clerk I	1	(30)	2,280.00
Senior Stenographer	1	(27)	1,680.00
Stenographer	1	(25)	1,560.00

Clerk II	5	(25)	9,240.00
Clerk I	<u>2</u>	(23)	<u>3,600.00</u>
	<u>12</u>		<u>₱27,204.00</u>

Records Section

Records Officer IV	1	(39)	₱4,800.00
Senior Clerk	2	(27)	5,160.00
Clerk II	2	(25)	4,200.00
Clerk I	5	(23)	8,400.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>11</u>		<u>₱24,000.00</u>

Cash and Property Section

Supply Officer III	1	(43)	₱4,500.00
Supply Officer II	1	(37)	2,760.00
Supply Officer I	1	(31)	2,940.00
Senior Clerk	2	(27)	3,720.00
Clerk II	1	(25)	2,280.00
Clerk I	1	(23)	1,560.00
Mechanic I	4	(22)	7,068.00
Cashier Aide	<u>1</u>	(18)	<u>2,040.00</u>
	<u>12</u>		<u>₱26,868.00</u>
Total Permanent Positions–Salary (Project 1)	<u>87</u>		<u>₱235,692.00</u>

PERSONNEL OF THE COMMISSION

SEC. 25. The personnel structure of the Budget Commission for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, shall conform to the Staffing Pattern provided in these Implementing Details.

SEC. 26. The personnel structure for accounting in the agencies shall conform to the staffing pattern provided in the agreements of transfer.

SEC. 27. Except where the law provides otherwise, all appointments to positions authorized in the Staffing Pattern shall be subject to the requirements of the civil service and other personnel laws, rules, and regulations: *Provided*, That all personnel in the present staff who meet such requirements shall be employed before consideration is given to the employment of other persons subject to the approval of the Government Survey and Reorganization Commission and the President.

DELEGATION OF AUTHORITY

SEC. 28. Any delegation of authority required or authorized by these Implementing Details shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; shall define the extent to which each delegatee will be held responsible for results; and shall vest each delegatee with sufficient authority to enable him to discharge his assigned responsibility. Such delegations, where specifically provided by the Implementing Details, shall be within the limits of the

provisions of these Implementing Details: *Provided*, That nothing in this section shall be construed to prevent other delegations.

PARTIAL INVALIDITY

SEC. 29. If any provision of these Implementing Details should be held invalid, the other provisions shall not be affected.

TIMING OF ADMINISTRATIVE ACTIONS

SEC. 30. The Commissioner shall direct the orderly scheduling of transfers, changes, and other transitional actions required by the Plans and by these Implementing Details within sixty days from the effective date of these Implementing Details. In the interim, each entity shall continue to perform its existing functions until such time as the Commissioner orders change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as the Commissioner orders otherwise.

Done in the City of Manila, this 7th day of November, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

FORTUNATO DE LEON

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(22), 8379-8416.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 280

**WAIVING THE ADDITIONAL PROGRESSIVE TAXES TO BE COLLECTED FROM, AND PAID
BY, PROPRIETORS AND OPERATORS OF CERTAIN SUGAR MILLS FOR THE CROP YEAR
1956–1957**

Whereas, most of the sugar centrals in the Philippines are still undertaking the rehabilitation of their facilities, including the buildings and dwelling houses of their laborers, which were damaged during the last war, and are incurring heavy expenditures for this purpose;

Whereas, some of these centrals have been operating at a loss, and others at profits which are inconsiderable; and

Whereas, the imposition of the additional progressive taxes on these centrals would be unduly oppressive and, in a few instances, even confiscatory in effect;

Now, therefore, I, Carlos P. Garcia, President of the Philippines, do hereby waive the additional progressive taxes to be paid by the proprietors and operators of the following sugar mills for the 1956–1957 crop under section 2 of Commonwealth Act No. 567:

1. Ormoc Sugar Company, Inc., provided that the central shall continue to give its planters transportation allowances as provided for in the revised milling contract between the central and its planters.

2. Bog-Medellin Milling Co., Inc., provided that improvements being undertaken to increase the capacity of the mill and factory shall be continued and that the increase in the planters' participation of 1½% given since 1952–1953, thus making the planters' participation 57-½%, in addition to the escalator clause giving the planters 60% of all sugar and molasses manufactured from and including the 131st milling day, shall be continued to be enforced.

3. Asturias Sugar Central, Inc., provided that the planters' participation shall continue to be increased to 57-½%.

4. Central Azucarera Don Pedro.

5. Central Azucarera del Norte.

6. Hind Sugar Company, provided that 55% of the equivalent of the progressive tax shall be paid to the central planters as additional benefits.

7. Central Santos Lopez Co., Inc., provided that the planters' participation shall be increased as follows until the planters' participation will have reached 60% effective the crop year 1957–1958 as provided for in the 10-year contract between the central and the planters:

58-½% for the crop year 1956–1957; and 60% effective the crop year
1957–1958.

Done in the City of Manila, this 19th day of November, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(23), 8417.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 281
AMENDING EXECUTIVE ORDER NO. 271, DATED OCTOBER 4, 1957, ENTITLED,
“CREATING A PRESIDENTIAL INCENTIVES COMMITTEE”

The first paragraph of Executive Order No. 271, dated October 4, 1957, is hereby amended to read as follows:

“By virtue of the powers vested in me by law, I, Carlos P. Garcia; President of the Philippines, do hereby create a Presidential Incentives Committee to study ways and means of giving incentives to producers in order to increase production of principal products. The Committee shall be composed of the following:

Hon. Antonio de las Alas.....	Chairman
The President, Chamber of Commerce of the Philippines	Member
The President, Philippine Chamber of Industries.....	Member
The President, Philippine Chamber of Agriculture	Member
The President, Philippine Bankers Association	Member
Mr. Gaudencio E. Antonio, President, Producers and Exporters Association of the Philippines	Member
Mrs. Trinidad F. Legarda	Member
Mr. Jose Hernandez.....	Member
Mr. Domingo C. Abadilla, President, National Press Club	Member
Miss Helena Z. Benitez.....	Member & Secretary

Done in the City of Manila, this 18th day of December, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 53(24), 8807.

MALACANANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 282
CREATING THE MUNICIPALITY OF TAMBULIG IN THE PROVINCE OF
ZAMBOANGA DEL SUR

Upon the recommendation of the Provincial Board of Zamboanga del Sur and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, there is hereby created in the province of Zamboanga del Sur a municipality to be known as the municipality of Tambulig to consist of the following barrios and sitios:

From the Municipality of Molave

- | | | |
|------------------|--------------------|-----------------------|
| 1. Lower Calolot | 8. Mayamaya | 15. Mansanas |
| 2. Tambulig | 9. Tuloan | 16. Tinob |
| 3. Lodiong | 10. Bag-ong Tudela | 17. Bag-ong Kauswagan |
| 4. Dimalinao | 11. Bogo-Kalabat | 18. Bag-ong Tabogon |
| 5. Libato | 12. Alang-alang | 19. Limama-an |
| 6. Pilocuban | 13. Sibucang | 20. Dawa |
| 7. Liason | 14. Gabunon | |

From the Municipality of Aurora

- | | | |
|-------------|--------------------|-------------------|
| 1. Tiparak | 4. Lower Lingconan | 6. Balocot |
| 2. Tungawan | 5. Lower Usugan | 7. Sumalig Island |
| 3. Kabgan | | |

with the seat of government at the barrio of Tambulig.

The municipality of Tambulig as herein organized shall have the following boundaries:

“Beginning at Point 1, intersection of Dipolo River and the National Highway at Dipolo Bridge to Point 2, intersection of Gabonon Creek and National Highway following a northeasterly direction to a distance of 4,400 meters; thence to Point 3, due north until it intersects the provincial boundary line between Zamboanga del Sur and Zamboanga del Norte to a distance of 26,000 meters; thence to Point 4, due east following the said provincial boundary until it intersects the provincial boundary line to the province of Zamboanga del Sur and Misamis Occidental to a distance of 4,800 meters; thence to Point 5, due south following the said provincial boundary line until it intersects the National Highway to a distance of 29,400 meters; thence to Point 6, on Pangil Bay following a southeasterly direction to a

distance of 10,000 meters; thence to Point 7, on the mouth of Dipolo River following the shore line to a distance of 12,000 meters; thence following the course of Dipolo River, a distance of 24,000 meters to Point 1.” (This technical discription is furnished by the Office of the Highway District Engineer of the Province of Zamboanga del Sur based on the sketch of the map prepared and submitted by said Office.)

The municipalities of Molave and Aurora shall have their present territories minus the portions thereof which are included in the territory of the municipality of Tambulig, as delimited above.

The municipality of Tambulig shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the municipalities of Molave and Aurora, after the segregation therefrom of the territory comprised in the municipality of Tambulig, can still maintain creditably their respective municipal governments, meet all their statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 27th day of December, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

FORTUNATO DE LEON

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 54(1), 1-2.

MALACANANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 283
CREATING THE MUNICIPALITY OF DUMINGAG IN THE PROVINCE OF
ZAMBOANGA DEL SUR

Upon the recommendation of the Provincial Board of Zamboanga del Sur and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios and sitios of Lower Timonan, Colictop, Ecuán, Upper Timonan, Pogwan, Tungawan, Maralag, Bocayan, Dumingag, Doniao, Licama, Dapiwak, Guitran, Dilod, Yabu, Gonain, Manlabay, Marangan, Doray, Calomanggi, Palili, Guintananan, Baculon, Gumpingan, Bitian, Malaciawa, Ditolan, Dela, Gapasan, Tubay, Baquiran, Linay, Dipala, Batan, and Disered, all of the municipality of Molave, province of Zamboanga del Sur are hereby segregated from said municipality and organized into an independent municipality in said province, to be known as the municipality of Dumingag with the seat of government at the barrio of Dumingag.

The boundary line between the municipality of Dumingag as herein organized and the municipality of Molave shall be as indicated and described in the sketch map of the “Remaining mother municipality of Molave and the proposed municipality of Dumingag”, prepared and submitted by Assistant Civil Engineer Ernesto L. Renes of Zamboanga del Sur, filed in this Office.

The municipality of Molave shall have its present territory minus the portions thereof which are included in the municipality of Dumingag, as delimited above.

The municipality of Dumingag shall begin to exist upon the appointment and qualification of the mayor, Vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Molave, after the segregation therefrom of the territory comprised in the municipality of Dumingag, can still maintain creditably its municipal government and provide for the essential municipal services.

Done in the City of Manila, this 27th day of December, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 54(1), 3.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 284
EXTENDING THE PROHIBITION TO SLAUGHTER CARABAOS UP TO JUNE 30, 1958

In order to carry out effectively the provisions of Republic Act No. 11 and to conserve our work animals for agricultural purposes, I, Carlos P. Garcia, President of the Philippines, do hereby order:

1. The prohibition to slaughter carabaos under Executive Order No. 255, dated June 23, 1957, is hereby extended up to June 30, 1958.

2. Permits to slaughter carabaos may be issued by the Provincial Commander, subject to the following conditions:

- a.* That the carabao is twenty (20) years old or over;
- b.* That the carabao is unfit for work;
- c.* That the carabao must be inspected personally by the Provincial Veterinarian and the Provincial Commander; and
- d.* That the Provincial Veterinarian and the Provincial Commander shall make a joint certification that the carabao is 20 years old or over and unfit for work.

3. In every case where a permit to slaughter carabao is issued, the Provincial Commander shall furnish the Office of the President copies of the pertinent papers.

Done in the City of Manila, this 30th day of December, in the year of Our Lord, nineteen hundred and fifty-seven, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
FORTUNATO DE LEON
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1957). *Official Gazette of the Republic of the Philippines*, 54(1), 4.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 285
OPENING THE PORT OF PARANG, COTABATO, AS A SUBPORT OF ENTRY

In order to stimulate commerce and trade in Cotabato and nearby areas which will redound to the economic benefit of the inhabitants thereof and the country at large, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by section 702 of Republic Act No. 1937, otherwise known as the Tariff and Customs Code of the Philippines, and upon the recommendation of the Secretary of Finance, do hereby order:

1. The port of Parang in the province of Cotabato is hereby established and opened as a subport of entry open to both foreign and coastwise trade under the administrative jurisdiction of the Collector of Customs of Davao, the principal port of entry.

2. The Collector of Customs of Davao, with the approval of the Commissioner of Customs, shall assign the necessary personnel for the proper conduct of the public business at said subport and, with the further approval of the Secretary of Finance, shall prescribe such rules and regulations as may be necessary for the operation thereof.

3. The Commissioner of Immigration and the Director of Quarantine shall assign personnel from their offices to take charge of immigration and quarantine matters, respectively, at the subport.

Done in the City of Manila, this 16th day of January, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(2), 287.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 286
RECLASSIFYING ALL CHARTERED CITIES, EXCEPT MANILA, BAGUIO, AND QUEZON
CITIES

Pursuant to the provisions of section one of the Republic Act Numbered Eight hundred and forty, the following chartered cities are hereby reclassified, as herein indicated, in accordance with the schedule provided in said section one of Republic Act Numbered Eight hundred and forty, on the basis of their respective total revenues during the fiscal year ending June 30, 1957, as certified correct by the General Auditing Office:

<i>Name of Cities</i>	<i>Total Revenues</i>	<i>Classification</i>
1. Bacolod	₱2,097,092.56	1st
2. Basilan	989,484.28	2nd
3. Butuan	909,954.30	2nd
4. Cabanatuan	748,236.49	2nd
5. Cagayan de Oro	1,055,630.73	1st
6. Calbayog	478,981.07	4th
7. Cavite	743,687.58	2nd
8. Cebu	4,897,142.51	1st
9. Dagupan	870,408.34	2nd
10. Davao	3,236,173.50	1st
11. Dumaguete	587,783.48	3rd
12. Iligan	566,017.00	3rd
13. Iloilo	2,672,957.16	1st
14. Lipa	648,087.94	3rd
15. Marawi	180,494.56	5th
16. Naga	799,861.22	2nd
17. Ormoc	514,145.40	3rd
18. Ozamis	561,549.45	3rd
19. Pasay	2,852,527.10	1st
20. Roxas	406,480.08	4th
21. San Pablo	856,013.24	2nd
22. Tacloban	646,000.28	3rd
23. Tagaytay	152,939.59	5th
24. Trece Martires	8,822.98	5th
25. Zamboanga	2,120,319.46	1st

These classifications take effect as of July 1, 1957.

Done in the City of Manila, this 31st day of January, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

JUAN C. PAJO

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(3), 591-592.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 287
REGULATING THE REGISTRATION OF, AND ASSIGNMENT OF NUMBER PLATES TO,
MOTOR VEHICLES USED BY OFFICIALS OF THE REPUBLIC OF THE PHILIPPINES AND
ACCREDITED REPRESENTATIVES OF FOREIGN STATES

In order to provide a uniform system for the registration of, and assignment of motor plates to, motor vehicles used by officials of the Government of the Republic of the Philippines and duly accredited officials of foreign states to the Philippines, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby issue the following rules and regulations for the guidance of all concerned:

1. All motor vehicles purchased or owned by any department, bureau, office, division, branch, or unit thereof, or of any agency or instrumentality of the Government, including those of the corporations owned and controlled by the Government, shall be promptly registered in the Motor Vehicles Office and shall bear at all times official registration number plates plainly marked with the official designation, "PI" with the government shield thereon. The use of such vehicles shall be strictly limited to official business. Motor vehicles used for special purposes may, with the written approval of the President of the Philippines, be assigned ordinary high private registration number plates.

2. With the exception of those motor vehicles assigned to, and used by, the President of the Philippines, the Vice-President of the Philippines, the President of the Senate, the Speaker of the House of Representatives, the Chief of Justice of the Supreme Court, the Chief of Staff and General Officers of the Armed Forces of the Philippines, and the Chiefs of foreign diplomatic missions in the Philippines, no other vehicles registered in the Philippines shall bear distinguishing flags, stars, and emblems.

3. Motor vehicle number plates shall be uniform in size and color and they shall be numbered consecutively and no identification markings of any kind shall be placed thereon, *provided, however*, that Provincial Governors and City Mayors shall be allocated one set of number plates each which shall bear the words "GOVERNOR" and "CITY MAYOR" and underneath the name of the province or chartered city, respectively.

4. The following registration plate numbers are hereby reserved and assigned to officials of the Philippine Government:

- | | |
|---|---|
| 1 | President of the Philippines |
| 2 | Vice-President of the Philippines |
| 3 | President of the Senate |
| 4 | Speaker of the House of Representatives |
| 5 | Chief Justice of the Supreme Court |

6	Reserved—to be allocated only by the Office of the President
6-A	Secretary of Foreign Affairs
6-B	Secretary of Finance
6-C	Secretary of Justice
6-D	Secretary of Agriculture and Natural Resources
6-E	Secretary of Public Works and Communications
6-F	Secretary of Education
6-G	Secretary of Labor
6-H	Secretary of National Defense
6-I	Secretary of Health
6-J	Secretary of Commerce and Industry
6-K	Executive Secretary
6-L	Auditor General
6-M	Commissioner of the Budget
6-N	Administrator, Office of Economic Coordination
6-O	Social Welfare Administrator
6-P	Chairman, National Economic Council
6-Q	Press Secretary
6-R	Commissioner, National Integration
7	President Protempore of the Senate
7-A	Majority Floor Leader of the Senate
7-B, 7-C, etc.	Senators, as assigned by the President of the Senate according to seniority
8	Speaker Protempore of the House of Representatives
8-A	Majority Floor Leader of the House of Representatives
8-Abra, 8-Agusan, 8-Albay, etc.	Congressmen
9-A, B, C, etc.	Associate Justices of the Supreme Court
10	Presiding Justice of the Court of Appeals
10-A, B, C, etc.	Associate Justices of the Court of Appeals
11	Chairman, Commission on Elections
11-A & B	Members, Commission on Elections
12	Reserved—to be allocated only by the Office of the President
12-A	Undersecretary of Foreign Affairs
12-B	Undersecretary of Finance
12-C	Undersecretary of Justice
12-D	Undersecretary of Agriculture and Natural Resources
12-E ₁ & 12-E ₂	Undersecretaries of Public Works and Communications
12-F	Undersecretary of Education
12-G	Undersecretary of Labor
12-H	Undersecretary of National Defense
12-I	Undersecretary of Health
12-J	Undersecretary of Commerce and Industry
12-K	Assistant Executive Secretary
12-L	Assistant Executive Secretary
12-M	Assistant Executive Secretary
12-N	Commissioner of Civil Service

12-O	Deputy Auditor General
12-P	Deputy Commissioner of the Budget
12-Q	Secretary of the Senate (with rank of Undersecretary of Department)
12-R	Secretary of the House of Representatives (with rank of Undersecretary of Department)
12-S	Deputy Administrator of Economic Coordination
13	Solicitor General
14	Chief of Staff, AFP
15	Presiding Judge, Court of Tax Appeals
15-A & B	Associate Judges, Court of Tax Appeals
16	Presiding Judge, Court of Industrial Relations
16 _{1,2,3} , etc.	Associate Judges, Court of Industrial Relations
16-A, B, C, etc.	Judges, Court of First Instance (the sub-letters denoting judicial districts and the sub-numbers denoting branches in the districts)
17	Executive Commissioner, Public Utilities Commission
17 _{1,2,3,4} & 5	Commissioners, Public Utilities Commission
17-A	Chairman, Code Commission
17-B, C, & D	Members, Code Commission
18	President, University of the Philippines
18-A	Executive Vice President, University of the Philippines
19	Executive Judge, Court of Agrarian Relations
19-A, B, C, etc.	Associate Judges, Court of Agrarian Relations
20	Chairman, National Economic Council
21	Chairman, Land Tenure Administration
21-A & B	Commissioners, Land Tenure Administration
22	Reserved—to be allocated only by the Office of the President
22 ₁	Chairman, Presidential Complaints and Action Committee
22 ₂	Chairman, Games and Amusements Board
22-A, B, C, etc.	Members, Council of State
23	Reserved—to be allocated only by the Office of the President
23 _{1,2,3} , etc.	Chief of Missions with the rank of Ambassador, Department of Foreign Affairs (assigned in the home office)
23-A, B, C, etc.	Career Ministers, Department of Foreign Affairs (on duty in the home office)
24	Deputy Governor of the Central Bank of the Philippines
24 _{1,2,3} , etc.	Members, Monetary Board, Central Bank of the Philippines
24-A	Administrator, Agricultural Credit and Cooperative Financing Administration
24-B	General Manager, Government Service Insurance System
24-C	General Manager, Manila Railroad Company
24-D	General Manager, National Marketing Corporation
24-E	General Manager, National Power Corporation
24-F	General Manager, National Waterworks and Sewerage Authority

24-G	General Manager, National Development Company
24-H	General Manager, National Rice and Corn Corporation
24-I	General Manager, People Homesite and Housing Corporation
24-J	General Manager, National Shipyards & Steel Corporation
24-K	General Manager, Philippine Charity Sweepstakes Office
24-L	General Manager, Philippine Sugar Institute
24-M	General Manager, Cebu Portland Cement Company
24-N	General Manager, Home Financing Commission
24-O	General Manager, National Resettlement and Rehabilitation Administration
24-P	General Manager, Philippine Coconut Administration
24-Q	General Manager, Philippine Tobacco Administration
24-R	General Manager, Abaca Corporation of the Philippines
24-S	Chairman, Board of Liquidators
24-T	Administrator, Social Security System
24-U	President, Manila Gas Corporation
25	Securities and Exchange Commissioner
25-A	Commissioner of Internal Revenue
25-B	Commissioner of Customs
25-C	Commissioner of Immigration
25-D	Commissioner of Public Highways
25-E	Commissioner of Land Registration
25-F	Tariff Commissioner
25-G	Insurance Commissioner
25-H	National Civil Defense Administrator
25-I	Chairman, Agricultural Tenancy Commission
25-J	Chairman, Veterans Commission
25-K	Secretary, Commission on Appointments
25 ₁	Deputy Commissioner, Securities and Exchange Commission
25-A ₁	Deputy Commissioner of Internal Revenue
25-B ₁	Assistant Commissioner of Customs
25-C ₁ & 2	First and Second Deputy Commissioners of Immigration
25-D ₁	Deputy Commissioner of Civil Service
25-E ₁	Deputy Commissioner of Land Registration
25-F ₁	Assistant Tariff Commissioner
25-G	Assistant Insurance Commissioner
25-H ₁	Deputy Administrator, National Civil Defense Administration
25-I ₁ & 2	Members, Agricultural Tenancy Commission
25-J ₁ & 2	Members, Veterans Claims Commission
26	Treasurer of the Philippines
27	First Assistant Solicitor General
27-A, B, C, & D	Assistant Solicitor General
27 ₁	Judicial Superintendent, Department of Justice
27 ₂	Departments Legal Officer, Department of Justice
27 ₃	Chief Attorney, Department of Justice

28	Reserved—to be allocated only by the Office of the President
29	Vice-Chief of Staff, AFP
29–A	Deputy Chief of Staff, AFP
30	Reserved—to be allocated only by the Office of the President .
30–A & B	First and Second Assistant Government Corporate Counsels, respectively
30–C & D	Reserved—to be allocated only by the Office of the President
30–E	Chief Special Attorney of the Republic of the Philippines in the Office of Alien Property
31	Private Secretary to the President
31–A, B, C, etc.	Advisers to the President
32	Legislative Secretary
32–A	Secretary to the Cabinet
32–B	Reserved—to be allocated only by the Office of the President
32–C	Reserved—to be allocated only by the Office of the President
32–D	Senior Aide to the President
32–E	Matron, Malacañang Palace
32–F	Chief, Presidential Security Unit
33	Personal Physician of the President
33–A, B, C, etc.	Technical Assistants, Office of the President
34, 34–A, B, C, etc.	Chief of Divisions, Office of the President
35	Secretary to the Vice President
36	Reserved—to be allocated only by the Office of the President
36 _{1,2,3} , etc.	Foreign Affairs, Class 1, Department of Foreign Affairs (assigned in the home office)
36–A, B, C, & D	Counselors, Departments of Foreign Affairs
37	Reserved—to be allocated only by the Office of the President
38	Reserved—to be allocated only by the Office of the President
38 _{1,2,3} , etc.	General Officers of the Armed Forces of the Philippines
38–A	Director of Printing
38–B	Director National Planning Commission
38–C	Reserved—to be allocated only by the Office of the President
38–D	Collector of Customs, Manila
38–E	Director of Bureau of Supply
38–F	Director of National Bureau of Investigation
38–G	Director of Prisons
38–H	Director of Plant Industry
38–I	Director of Animal Industry
38–J	Director of Forestry
38–K	Director of Lands
38–L	Director of Mines
38–M	Director of Fisheries
38–N	Director of Soils
38–O	Director of Agricultural Extension
38–P	Director of Parks and Wildlife
38–Q	Director of Public Works

38-R	Director of Posts
38-S	Director of Telecommunications
38-T	Administrator, Civil Aeronautics Administration
38-U	Chief, Motor Vehicles Office
38-V	Administrator, Irrigation Service Unit
38-W	Director of Public Schools
38-X	Director of Public Libraries
38-Y	Director of Institute of National Language
38-Z	Director of National Museum
38-AA	Director of Private Schools
38-BB	Director of Labor Standards
38-CC	Director of Workmen's Compensation
38-DD	Director of Labor Relations
38-EE	Director of Coast and Geodetic Survey
38-FF	Director of Health
38-GG	Director of Hospitals
38-HH	Director of Quarantine
38-II	Director of Public Health Research Laboratories
38-JJ	Director Institute of Nutrition
38-KK	Director of Commerce
38-LL	Sugar Quota Administrator
38-MM	Director of Patent Office
38-NN	Director of Weather Bureau
38-OO	Director of Census and Statistics
38-PP	Administrator, Cooperative Administration Office
38-QQ	Administrator, No-Dollar Import Office
38-RR	Director of Science and Technology
38-SS	Director Philippine General Hospital
38-TT	President, Philippine Normal College
38-UU	President, Philippine College of Commerce
38-VV	President, Central Luzon Agricultural College
38-WW	President, Mindanao Institute of Technology
38-XX	President, Samar Institute of Technology
46-A, B, C, etc.	Chiefs of Divisions in the Department of Finance
47-A, B, C, etc.	Chiefs of Divisions in the Department of Justice
48-A, B, C, etc.	Chiefs of Divisions in the Department of Agriculture and Natural Resources
49-A, B, C, etc.	Chiefs of Divisions in the Department of Public Works and Communications
50 _{1,2,3} , etc.	Members, Board of National Education
50-A, B, C, etc.	Chiefs of Divisions in the Department of Education
51-A, B, C, etc.	Chiefs of Divisions in the Department of Labor
52-A, B, C, etc.	Chiefs of Divisions in the Department of National Defense
53-A, B, C, etc.	Chiefs of Divisions in the Department of Health
54-A, B, C, etc.	Chiefs of Divisions in the Department of Commerce and Industry

55	Reserved—to be allocated only by the Office of the President
55–A, B, C, etc.	Chiefs of Divisions in the Office of Economic Coordination
56–A, B, C, etc.	Chiefs of Divisions, Chief Supervising Auditors, and Corporation Auditors, General Auditing Office
57–A, B, C, etc.	Chiefs of Divisions in the Budget Commission
58	Reserved—to be allocated only by the Office of the President
58–A, B, C, etc.	Chiefs of Divisions in the Senate of the Philippines
59	Reserved—to be allocated only by the Office of the President
59–A, B, C, etc.	Chiefs of Divisions in the House of Representatives
60	Vice-President on Academic Affairs, University of the Philippines
60 _{1,2,3} , etc.	Members of the Board of Regents, University of the Philippines
60–A, B, C, etc.	Deans, Directors and Heads of Departments, University of the Philippines
61–A, B, C, etc.	Heads of Departments in the Central Bank of the Philippines
62–62 _{1,2,3} , etc.	Chairman, and Members of the Board of Governors, Rehabilitation Finance Corporation
62–A, B, C, etc.	Heads of Departments in the Rehabilitation Finance Corporation
63, 63 _{1,2,3} , etc.	Chairman and Members, Board of Directors, Philippine National Bank
63–A, B, C, etc.	President, Vice-Presidents, and Heads of Departments, Philippine National Bank
64, 64 _{1,2,3} , etc.	Chairman and Members of the UNESCO National Commission of the Philippines
64–A, B, C, etc.	Chiefs of Divisions in the UNESCO National Commission of the Philippines
65, 65 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, Philippine Charity Sweepstakes Office
65–A, B, C, etc.	Chiefs of Departments, Philippine Charity Sweepstakes Office
66	Reserved—to be allocated only by the Office of the President
66–A, B, C, etc.	Chairman and Members, Board of Travel and Tourist Industry
67, 67 _{1,2,3} , etc.	Chairman and Members of the National Planning Commission
67–A, B, C, etc.	Chiefs of Divisions, National Planning Commission
68	Reserved—to be allocated only by the Office of the President
68 _{1,2,3} , etc.	Members of the Games and Amusements Board
68–A, B, C, etc.	Chiefs of Divisions, Games and Amusements Board
69, 69 _{1,2,3} , etc.	Chairman Deputy Administrator, and Members of the Board of Governors, Agricultural Credit and Cooperative Financing Administration
69–A, B, C, etc.	Heads of Departments, Agricultural Credit and Cooperative Financing Administration

70, 70 _{1,2,3} , etc.	Chairman, Assistant General Managers, and Members of the Board of Trustees, Government Service and Insurance System
70-A, B, C, etc.	Chiefs of Departments, Government Service and Insurance System
71, 71 _{1,2,3} , etc.	Chairman, Assistant General Manager and Members of the Board of Directors, Manila Railroad Company
71-A, B, C, etc.	Chiefs of Departments, Manila Railroad Company
72, 72 _{1,2,3} , etc.	Chairman, Assistant General Manager and Members of the Board of Directors, National Marketing Corporation
72-A, B, C, etc.	Chiefs of Departments, National Marketing Corporation
73, 73 _{1,2,3} , etc.	Chairman, Assistant General Manager and Members of the Board of Directors, National Power Corporation
73-A, B, C, etc.	Chiefs of Departments, National Power Corporation
74, 74 _{1,2,3} , etc.	Chairman, Assistant General Manager and Members of the Board of Directors, National Waterworks and Sewerage Authority
74-A, B, C, etc.	Chiefs of Departments, National Waterworks and Sewerage Authority
75, 75 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, National Development Company
75-A, B, C, etc.	Chiefs of Departments, National Development Company
76, 76 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, National Rice and Corn Corporation
76-A, B, C, etc.	Chiefs of Departments, National Rice and Corn Corporation
77, 77 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, People's Homesite and Housing Corporation
77-A, B, C, etc.	Chiefs of Departments, People's Homesite and Housing Corporation
78, 78 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, National Shipyards and Steel Corporation
78-A, B, C, etc.	Chiefs of Divisions, National Shipyards and Steel Corporation
79, 79 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, Philippine Sugar Institute
79-A, B, C, etc.	Chiefs of Departments, Philippine Sugar Institute
80, 80 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, Cebu Portland Cement Company
80-A, B, C, etc.	Chiefs of Departments, Cebu Portland Cement Company
81, 81 _{1,2,3} , etc.	Chairman and Members, Home Financing Commission
81-A, B, C, etc.	Chiefs of Divisions, Home Financing Commission
82, 82 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, National Resettlement and Rehabilitation Administration

82–A, B, C, etc.	Chiefs of Departments, National Resettlement and Rehabilitation Administration	
83, 83 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, Philippine Coconut Administration	
83–A, B, C, etc.	Chiefs of Departments, Philippine Coconut Administration	
84, 84 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, Philippine Tobacco Administration	
84–A, B, C, etc.	Chiefs of Department, Philippine Tobacco administration	
85, 85 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, Abaca Corporation of the Philippines	
85–A, B, C, etc.	Chiefs of Departments, Abaca Corporation of the Philippines	
86, 86 _{1,2,3} , etc.	Chairman and Members of the Social Security System	
86–A, B, C, etc.	Chiefs of Departments, Social Security System	
87, 87 _{1,2,3} , etc.	Vice-President and Members of the Board of Directors, Manila Gas Corporation	
87–A, B, C, etc.	Chiefs of Departments, Manila Gas Corporation	
88	Reserved—to be allocated only by the Office of the President	
89, 89 _{1,2,3} , etc.	Chairman, Assistant General Manager, and Members of the Board of Directors, Manila Hotel Company	
89–A, B, C; etc.	Chiefs of Departments, Manila Hotel Company	
90 _{1,2,3} , etc.	Members of the Board of Liquidators	
90–A, B, C, etc.	Chiefs of Division, Board of Liquidators	
91, 91 _{1,2,3} , etc.	Chairman and Members, Philippine Veterans Board	
91–A, B, C, etc.	Chiefs of Divisions, Philippine Veterans Board	
92, 92 _{1,2,3} , etc.	Chairman and Members, Board on Pensions for Veterans	
92–A, B, C, etc.	Chiefs of Divisions, Board on Pensions for Veterans	
93–A, B, C, etc.	Chairmen and Members of the Boards of Examiners	
94	Reserved—to be allocated only by the Office of the President	
95, 95–A, B, C, etc.	Chairman and Members, Board of Review for Moving Pictures	
96 to 99	Reserved—to be allocated only by the Office of the President	
100, 100–A, B, C, etc.	Ex-Presidents of the Philippines	
	City Plate Numbers	Provincial Plate Numbers
201	Mayor	Provincial Governor
202	Vice Mayor	
202–A & B		Members, Provincial Board
203	Presiding Officer Municipal Board	Provincial Treasurer
203–A, B, C, etc.	City Councilors	
204	City Treasurer	Provincial Fiscal
205	City Fiscal	Provincial Engineer
206	City Engineer	Superintendent of Schools
207	Superintendent of City Schools	Provincial Commander

208	Chief of Police	Provincial Health Officer
209	City Health Officer	Provincial Assessor
210	City Public Service Officer	Provincial Auditor
211	City Assessor	Registers of Deeds
212	Chief, Fire Department	
213	City Auditor	
214	Executive Judge, Municipal Court	
214–A, B, C, etc.	Judges, Municipal Court	
215	Secretary to the Mayor	
216 to 220	Reserved for further allocation to City Authorities	
221 to 250	Reserved-to be allocated only by the Office of the President	
212 to 250		Reserved for further allocation to Provincial Authorities

5. The assignment of the following numbers for diplomatic and consular representatives, the color of the plates of which shall be white background with black numerals and prefixed letters as “CM” for “Chief de Mission, “CD” for “Corps Diplomatique”, “UN” for “United Nations” and “CC” for “Consular Corps,” as the case may be, shall be made upon prior written authority from the Department of Foreign Affairs in all cases:

FOR REPRESENTATIVES OF FOREIGN COUNTRIES

A. DIPLOMATIC

CM—101	Dean of the Diplomatic Corps
CM—102 to CM—120	Ambassadors accredited to the Philippines
CM—121	Ranking Minister (Accredited)
CM—122 to CM—130	Other Ministers in the order of precedence
CD—131	Counselor of the ranking Embassy
CD—131–A, B, C, etc.	Officers of the ranking Embassy
CD—131–1, 2, 3, etc.	Official cars of ranking Embassy
CD—132, CD—133 to CD—150	Counselors of other Embassies
CD—132–A, B, C, etc. to CD—150–A, B, C, etc.	Officers of other Embassies
CD—132–1, 2, 3, etc. to CD—150–1, 2, 3, etc.	Official cars of other Embassies
CD—151	Counselor of ranking Legation
CD—151–A, B, C, etc.	Officers of ranking Legation
CD—151–1, 2, 3, etc.	Official cars of ranking Legation
CD—152, CD—153 to CD—160	Counselors of other Legations

CD—152-A, B, C, etc. to CD—160-A, B, C, etc.	Officers of other Legations
CD—152-1, 2, 3, etc. to CD—160-1, 2, 3, etc.	Official cars of other Legations

B. UNITED NATIONS

UN—161	Regional Director for the Western Pacific, WHO
UN—161-A	Deputy Regional Director
UN—161-B, C, etc.	International Staff Members of the WHO Regional Office
UN—161-1, 2, 3, etc.	Official cars of the Regional Office, WHO
UN—162	Resident Representative, UN Technical Assistance Board
UN—162-A	UN Information Officer
UN—162-B	UNICEF Country Officer
UN—162-C, D, etc.	Other UN Officers in the Philippines (International Staff)
UN—162-1, 2, etc.	Official cars of UN Offices in the Philippines

C. CONSULR CORPS

CC—163	Dean of the Consular Corps
CC—164 to CC—170	Other Consuls General in the alphabetical order of the countries represented
CC—171 to CC—190	Consuls in the alphabetical order of the countries represented
CC—191 to CC—199	Vice Consuls in the alphabetical order of the countries represented
CC—200	Consular Agents

6. Not more than one registration number plate shall be assigned or issued to any official entitled thereto as herein-above enumerated with the exception of the President of the Philippines, the Vice-President of the Philippines, the President of the Senate, the Speaker of the House of Representatives, and the Chief Justice of the Supreme Court. Members of the Congress of the Philippines may be assigned not more than two (2) sets of registration plates for motor vehicles duly registered in their names as their personal property.

7. The assignment or transfer to unauthorized persons of reserved automobile number plates by government officials entitled thereto is strictly prohibited. Violation of this prohibition shall be sufficient cause for the withdrawal of the corresponding plate number.

8. All executive orders, department orders, rules, or regulations on the same subject matter herein treated are hereby revoked.

9. This Order shall take effects as of January 1, 1958.

Done in the City of Manila, this 6th day of February, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(14), 913-924.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 288
PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLANS NOS.
12-A, 13-A, AND 14-A RELATIVE TO HEALTH

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plans Nos. 12-A, 13-A, and 14-A which relate to Health, are hereby promulgated to govern the organization, powers, duties, and functions of the Department of Health.

ORGANIZATION OF THE DEPARTMENT OF HEALTH

SECTION 1. The organization, functions, and operation of the Department of Health, hereinafter referred to as the "Department," shall be in accordance with the provisions of Reorganization Plans Nos. 12-A, 13-A, and 14-A, hereinafter referred to as the "Plans," and these Implementing Details.

SEC. 2. The organization of the Department, as graphically depicted in the following organization charts, shall consist of the Office of the Secretary, Advisory Councils and Boards to the Secretary of Health, Office of Administrative Services, Office of Health Education and Personnel Training, Office of the Undersecretary for Health and Medical Services, Office of the Undersecretary for Special Health Services, Bureau of Health, Services, Bureau of Disease Control, Bureau of Medical Services, Bureau of Research and Laboratories, and Bureau of Quarantine, all hereinafter referred to as the "central entities" only for brevity, and eight Regional Offices with their corresponding provincial and local offices.

SEC. 3. The Secretary of Health, hereinafter referred to as the "Secretary," is authorized to make such changes in organization, definition of functions, and distribution of work among entities in the Department as may be necessary to reflect changes in legislation, conditions, needs, or workloads: *Provided*, That no such changes may be made during the fiscal year 1957 without specific approval of the President: *And provided, further*, That any such changes must be in conformity with the general pattern of organization set forth in the Plans and these Implementing Details.

FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF HEALTH

Functions of the Office of the Secretary

SEC. 4. The functions, powers, duties, and responsibilities of the Secretary shall consist of those provided in pertinent provisions of the Revised Administrative Code, other laws, orders, rules, and regulations in so far as they are not inconsistent with those provided in the Plan and these Implementing Details. The Secretary shall be responsible for health activities which shall include public health, disease

preventive, curative, and rehabilitative programs; health, and medical education services. He shall have the following functions, among others:

- a.* advise and recommend to the President matters relating to the formulation and execution of health policies;
- b.* administer, coordinate, direct, and implement health activities and services; and
- c.* delegate authority for the performance of any functions or set of functions to officers and employees under his supervision and direction.

Functions of the office of Administrative Services

SEC. 5. There shall be an Office of Administrative Services which shall have the following functions, among others: advise and recommend to the Secretary matters relating to administrative services; establish administrative standards, regulations, and administrative procedures; give consultative and technical services in administrative and legal matters to the Regional Offices for organization and procedures improvement; plan a coordinated control program for the Department, designed to provide top management with information necessary to evaluate progress of the agency to meet its program objectives; evaluate administrative performance; and provide effective internal controls to prevent error, waste, extravagance, and irregularity.

SEC. 6. The Office of Administrative Service shall have four (4) division; namely, a Personnel and Record Division, a Budget and Finance Division, a General Services Division, and a Legal Division.

SEC. 7. A Reports Control Group as established in the Office of the Chief of Administrative Services for the specific purpose of limiting the volume of reports in the Department, and shall have the following functions, among others:

- a.* survey all existing recurring reports and instructions thereto;
- b.* develop a reports control system;
- c.* issue reports control numbers for approved reports;
- d.* make recommendations on the elimination of superfluous or duplicate reports; and
- e.* perform such other duties as are necessary to limit reports to those which are useful and essential.

SEC. 8. The Secretary or his designate shall determine a date after which time an employee may not be required to prepare a report requested by other than his organizational superior unless such report contains an approved reports control number.

SEC. 9. An Organization and Methods Group is established in the Office of the Chief of Administrative Services and shall have the following functions, among others:

- a.* develop the Department's Management Improvement program;
- b.* conduct such organizational and procedures surveys and analyses as are necessary to promote greater efficiency and economy; and
- c.* prepare reports on the progress and evaluation of the Department's decentralization program.

Functions of the Personnel and Records Division

SEC. 10. The functions, duties, and responsibilities of the Personnel and Records Division, among others, shall be to establish policy standards, rules and regulations pertaining to personnel, and

records management for use in all entities of the Department; establish and direct a sound personnel management program which shall include policies and procedures for recruitment, selection, training, and promotion of personnel; process personnel transactions for the personnel of the central offices; establish and direct a records management program which shall include records creation, selective records preservation, records disposal, and maintenance of a records center for the central offices.

SEC. 11. The Personnel and Records Division shall have a Personnel Transactions Section, a Personnel Services Section, and a Records Section, with corresponding duties and responsibilities as follows:

a. The Personnel Transactions Section shall have the following functions, among others:

(1) process appointments, separations, promotions, reinstatements, leaves, retirements, and life insurance benefits; and

(2) arrange for permits to employees to engage in business, acquire public lands, teach outside of office hours, etc.

b. The Personnel Services Section shall have the following functions, among others:

(1) assist other entities in the development of practical recruitment, selection, and in-service training programs;

(2) exercise general supervision on efficiency rating systems and employee performance standards; and

(3) administer employee welfare services, including merit and award programs.

c. The Records Section shall have the following functions, among others:

(1) create, maintain, and retire records for the Department;

(2) maintain an up-to-date personnel records file; and

(3) maintain a records center for the central offices.

Functions of the Budget and Finance Division

SEC. 12. The functions, duties, and responsibilities of the Budget and Finance Division, among others, shall be to establish policy standards, rules and regulations pertaining to budgetary and financial matters, such as budget preparation, review, adjustments, and consolidating; collect and disburse funds; perform other financial transactions for use of all entities in the Department; direct and exercise technical supervision over the preparation of the annual budget of the Department and any required supplemental estimates; establish and maintain accounting, examining, disbursing, and other financial controls.

SEC. 13. The Budget and Finance Division shall have a Budget Section and a Finance Section, with corresponding duties and responsibilities as follows:

a. The Budget Section shall have the following functions, among others:

(1) prepare, review, adjust, and consolidate budget estimates for all the central offices and Regional Offices and other entities of the Department;

(2) prepare the annual Department budget;

- (3) provide financial analysis; and
- (4) establish and maintain allotment controls for all expenditures.

b. The Finance Section shall have the following functions, among others:

- (1) take charge of all collections and disbursements for the central offices; and
- (2) prepare payrolls and pay salaries for all personnel in the central offices.

Functions of the General Services Division

SEC. 14. The functions, duties, and responsibilities of the General Services Division, among others, shall be to direct, in accordance with the applicable policies, regulations, and standards established by the Department of General Services, the “housekeeping” functions of the Department, including the establishment of policies, procedures, and standards covering the following:

Security services which include preventive measures against theft, fire, damage, accident, unlawfully entry, and similar hazards to buildings and other properties; routine watching and guarding of the premises; janitorial and other utility services, including cleaning the offices, toilets, store-rooms, office equipment, furniture, buildings, and grounds; collecting and disposing of waste and related activities; maintenance services for real property, office equipment, and such other equipment as is appropriate, including carpentry, plumbing, and electrical work; procurement and distribution of supplies; maintenance of motor pool; and mail and messenger services.

The Division shall provide the above-mentioned services for the Department Headquarters Office.

SEC. 15. The General Services Division shall have a Supplies Section, a Building and Grounds Management Section, and a Motor Pool Section, with corresponding duties and responsibilities as follows:

a. The Supplies Section shall have the following functions, among others:

- (1) direct the procurement, distribution, and inspection of supplies and equipment for the central offices; and
- (2) procure, distribute, and inspect supplies and equipment for Regional Offices whenever necessary.

b. The Building and Grounds Management Section shall have the following functions, among others:

- (1) maintain and repair buildings;
- (2) control building space allotment;
- (3) administer routine building services, such as janitorial, security, mail, and messenger services; and
- (4) maintain the grounds around the buildings.

c. The Motor Pool Section shall, among others, operate and maintain a motor pool for the headquarters offices.

Functions of the Legal Division

SEC. 16. The Legal Division shall have the following functions, among others:

- a.* provide policy standards, rules, and regulations pertaining to legal matters;
- b.* advise and give opinion on legal matters affecting the Department;
- c.* prepare legal forms and other documents relative to court actions or legal investigations;
- d.* conduct such investigations of offices and employees as may be directed by the Secretary; and
- e.* perform legal research and analyses for legal matters, and assist the Solicitor General in representing the Department in court.

Functions of the Office of Health Education and Personnel Training

SEC. 17. The Office of Health Education and Personnel Training shall be responsible, among other things, for planning and directing programs for public health education and information. It shall develop and coordinate training programs for all health personnel; disseminate health information materials; collect, process, tabulate, and analyze vital and other health statistics for the Department.

SEC. 18. The Office of Health Education and Personnel Training shall have three divisions under it; namely, Health Education Division, Personnel Training Division, and Statistics Division.

Functions of the Health Education Division

SEC. 19. The functions, duties, and responsibilities of the Health Education Division shall, among others, include developing policies, programs, plans, operating techniques, and other matters related to health education; providing consultant services on health education programs in the regions; publishing health information materials for health education; and publishing magazines, brochures, pamphlets, and leaflets for other entities in the Department.

SEC. 20. The Health Education Division shall have a Program Section and a Publications and Information Section, with corresponding duties and responsibilities as follows:

a. The Program Section shall have the following functions, among others:

- (1) develop health education programs for use in the field;
- (2) coordinate health education programs of the Department;
- (3) provide consultant services on health education whenever needed in the regions;
- (4) operate demonstration programs as directed; and
- (5) provide facilities for audio-visual aids for use in the regions.

b. The Publications and Information Section shall have the following functions, among others:

- (1) publish health education materials;
 - (2) print health publications, such as magazines, pamphlets, brochures, leaflets, etc., for other entities of the Department;
 - (3) operate and maintain a central library for the Department;
 - (4) aid in the distribution of health information materials; and
 - (5) provide duplicating services for the Central Office.
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Functions of the Personnel Training Division

SEC. 21. The Personnel Training Division, in collaboration with the Personnel and Records Division of the Office of Administrative Services, shall, among other things, develop policies, programs, plans, standards of operation, and evaluation of training Health Department personnel; prepare materials necessary for training purposes; provide liaison with other entities in the Department or other institutions for the training of personnel; provide consultant services for personnel training in the regions; and coordinate training programs conducted in the Department or the Regional Offices.

SEC. 22. The training programs to be conducted by the Personnel Training Division may be open to employees of other nations, national, provincial, or local entities at the discretion of the Secretary or his designate.

SEC. 23. The Personnel Training Division shall have a Medical Services Training Section and a Public Health Services Training Section, with corresponding duties and responsibilities as follows:

a. The Medical Services Training Section shall have the following functions, among others:

- (1) develop the medical training program in collaboration with other entities for training hospital and clinic personnel; and
- (2) coordinate training programs conducted in the regions.

b. The Public Health Training Section shall have the following functions, among others:

- (1) develop the training program for personnel in the preventive aspects of the public health program; and
- (2) coordinate training programs conducted in the regions.

Functions of the Statistics Division

SEC. 24. The functions, duties, and responsibilities of the Statistics Division shall, among others, include the development and maintenance of a coordinated health statistics system.

SEC. 25. The Statistics Division shall have a Research Section and a Vital Statistics Section, provided, that the Vital Statistics Section shall be established through collaboration with the office of Statistical Coordination and Standards of the National Economic Council, on or about July 1, 1958, with corresponding duties and responsibilities as follows:

a. The Vital Statistics Section shall have the following functions, among others:

- (1) develop and maintain the program for compilation, tabulation, analysis, interpretation, and publication of related health and morbidity statistics;
- (2) train personnel in statistical work; and
- (3) provide statistical information for purposes of evaluating program effectiveness.

b. The Research Section shall have the following functions, among others:

- (1) develop technique for departmental statistical surveys and such other statistical programs as may be required, subject to the authority of the Office of Statistical Coordination and Standards of
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the National Economic Council, to allocate statistical activities, including statistical methodology and standards covering statistical entities of the government; and

(2) provide technical supervision over research studies.

Office of the Undersecretary for Health and Medical Services

SEC. 26. The functions, powers, duties, and responsibilities of the Undersecretary for Health and Medical Services shall consist of those provided in section 11 of Reorganization Plan No. 12–A, which shall be interpreted to include, among others, the development of preventive, curative, and rehabilitative services and activities related to public health diseases through the exercise of direct supervision over the Bureau of Health Services, the Bureau of Medical Services, and the Bureau of Diseases Control; and the executive direction, supervision, and coordination of all operating services and activities of the Department through the exercise of direct line authority over the Regional Health Offices.

SEC. 27. Pursuant to section 10 of Reorganization Plan No. 12–A, the Undersecretary for Health and Medical Services shall be delegated such powers and authority necessary to enable him to discharge his functions, duties, and responsibilities as the Secretary may determine.

Functions of the Bureau of Health Services

SEC. 28. The functions, powers, duties, and responsibilities of the Bureau of Health Services shall consist of those transferred to it under section 12 of Reorganization Plan No. 12–A which shall be interpreted to include, among others, the development of plans, programs, operating standards, administrative and management techniques in the field of health services.

SEC. 29. The Bureau of Health Services shall have four divisions; namely, the Division of Environmental Sanitation, the Division of Preventable Diseases, the Division of Industrial Hygiene, and the Division of Maternal and Child Health.

Functions of the Division of Preventable Diseases

SEC. 30. The Division of Preventable Diseases shall have the following functions, among others:

a. provide consultative and advisory services in the following fields:

- (1) preventable diseases;
- (2) chronic diseases; and
- (3) effectuation of systematic vaccination and inoculation of the population;

b. prepare plans, programs, policies, and regulations on the control of preventable diseases for the guidance and compliance of operating entities; and

c. prepare guiding principles for a systematic physical examination of government personnel for the guidance of operating entities.

Functions of the Division of Environmental Sanitation

SEC. 31. The Division of Environmental Sanitation shall have the following functions, among others:

a. provide consultative and advisory services in all phases of environment sanitation; such as,

- (1) provision of safe and potable water supply,
- (2) garbage, sewage, and refuse disposal,
- (3) food and drug inspection,
- (4) abatement of nuisances,
- (5) elimination of insect vectors, and
- (6) sanitation in public and private premises, parks, and playgrounds;

b. prepare plans, programs, regulations and criteria on environmental sanitation for implementation of the operating entities; and

c. perform other allied functions relative to environmental sanitation.

Functions of the Division of Maternal and Child Health

SEC. 32. The functions, duties, and responsibilities of the Division of Maternal and Child Health, among others, shall be to provide consultative and advisory services in the organization and operation of puericulture centers, other health clinics, and school health services; and prepare plans, programs, and regulations in all aspects of maternal and child health for the guidance and compliance of the operating entities.

Functions of the Division of Industrial Hygiene

SEC. 33. The functions, duties, and responsibilities of the Division of Industrial Hygiene, among others, shall be to: provide consultative and advisory services on matters pertaining to sanitation in industrial and commercial establishment, industrial health hazards, and occupational health hazards; set up policies, plans, standards, and instructions with regard to hygiene in industrial and commercial establishments; stimulate the interest of industrial management in the value of in-plant health services in industries; and promote educational and informational activities through talks and lectures to workers, plant supervisors, and nurses.

Functions of the Bureau of Disease Control

SEC. 34. The functions, powers, duties, and responsibilities of the Bureau of Disease Control shall consist of those transferred to it under section 29 of Reorganization Plan No. 12-A which shall be interpreted to include, among others, such staff activities as the development of plans, programs, operational standards, and administrative and management techniques in the control of certain special diseases.

SEC. 35. The Bureau of Disease Control shall have a Division of Malaria, a Division of Tuberculosis, a Division of Sanitaria, a Division of Social Hygiene, a Division of Cancer Control, and a Division of Mental Hygiene.

Functions of the Division of Malaria

SEC. 36. The functions, duties, and responsibilities of the Division of Malaria, among others, shall be to give consultative and advisory services in matters pertaining to the control of malaria and other insect-borne diseases; establish plans, programs, policies, regulations, and criteria for the control of malaria and other insect-borne diseases for the guidance and compliance of operating entities; assist

in the pre-service and in-service training of physicians, engineers, and technicians undertaking malaria control activities.

Functions of the Division of Tuberculosis

SEC. 37. The functions, duties, and responsibilities of the Division of Tuberculosis, among others, shall be to give consultative and recommendatory services to the operating entities in matters pertaining to tuberculosis and its control; formulate policies, plans, programs, regulations, and criteria on tuberculosis control for the guidance and compliance of the operating entities; assist in the pre-service and in-service training of physicians, nurses, and other personnel undertaking tuberculosis control activities; conduct investigations as well as gather and evaluate all information on the clinical epidemiological, laboratory, administrative, and special health aspects of tuberculosis, and exchange such information with other countries; recommend policies for the operation of a National Tuberculosis Center for the direction of public health tuberculosis work throughout the country; and recommend policies for the promotion, organization, coordination, inspection, and regulation of all activities in the country relating to tuberculosis as well as for the establishment and maintenance of institutions for the prevention, treatment, and rehabilitation of tuberculosis patients.

Functions of the Division of Sanitaria

SEC. 38. The functions, duties, and responsibilities of the Division of Sanitaria shall, among others, include the development of policies, plans, programs, operational procedures, and other technical aspects relating to leprosy control; conduct continuous researches for purposes of determining the most effective means of eradicating or decreasing the incidence of this disease in the country; and assume technical supervision over field units.

SEC. 39. The Division of Sanitaria shall have a Sanitaria Services Section and a Skin Clinics Section, with the corresponding duties and responsibilities as follows:

a. The Sanitaria Services Section shall have the following functions, among others:

- (1) supervise all sanitaria which are responsible for the segregation, treatment, and rehabilitation of leprosy patients; and
- (2) conduct periodic inspections of sanitaria for purposes of examining patients ready to be released.

b. The Skin Clinics Section shall have the following functions, among others:

- (1) supervise stationary leprosy clinics and mobile leprosy clinics in the field; and
- (2) conduct periodic visits to skin clinics to determine the progress of mass examinations and follow-up treatments.

Functions of the Division of Social Hygiene

SEC. 40. The functions, duties, and responsibilities of the Division of Social Hygiene, among others, shall be to develop plans, programs, policies, operational procedures, and other technical aspects related to the prevention and control of venereal diseases; provide consultative and recommendatory services for the guidance of operating entities in: (1) the control of venereal diseases, particularly

syphilis and gonorrhea, (2) management of clinical and laboratory facilities for venereal diseases, (3) operation of all provincial social hygiene clinics, (4) diagnosis and treatment of patients and follow-up of contacts, (5) examination and treatment of pre-natal VD cases, and (6) gathering, compilation, and analysis of data regarding VD and skin diseases.

Functions of the Division of Cancer Control

SEC. 41. The functions duties and responsibilities of the Division of Cancer Control, among others, shall be to develop policies, plans programs, operational procedures, and other technical aspects related to the prevention and control of cancer.

Functions of the Division of Mental Hygiene

SEC. 42. The functions, duties, and responsibilities of the Division of Mental Hygiene, among others, shall be to develop policies, plans, programs, operating standards for field studies, surveys, and other activities germane to mental hygiene.

Functions of the Bureau of Medical Services

SEC. 43. The functions, powers, duties, and responsibilities of the Bureau of Medical Services shall consist of those transferred to it under section 20 of Reorganization Plan No. 12-A, which shall be interpreted to include, but must not be limited to, the development of plans, programs, operating standards, administrative and management techniques germane to the field of medical services, collection, evaluation, tabulation, analysis and interpretation of related data, facts and information; formulation of recommendations in relation to all phases of hospitals, to include criteria for establishing need, type, plan, construction, location, site selection, technical equipment, staff, etc., and field surveys in areas.

Functions of the Division of Hospitals

SEC. 44. The functions, duties, and responsibilities of the Division of Hospitals, among others, shall be to develop plans, programs, and policies for hospital programs; provide consultative and advisory services to all hospitals, government and private, in the following specialties: Hospital administration, Orthopedics, Psychiatry and Mental Health, Obstetrics, Gynecology, Pediatrics, Infectious diseases, General Surgery, Internal Medicine, Geriatrics, Eye, Ear, Nose and Throat, Anesthesiology, Radiology, Clinical Pathology, Microbiology, Dental Medicine, Hospital Nursing, Hospital pharmacy, and other medical and surgical specialties; recommend rules and regulations for the improvement of hospital services; collaborate with the office of Administrative Services in the development of qualification standards for hospital personnel; recommend standards for services, facilities, equipment, budgeting, building, etc., for hospitals, clinics, and sanitarium; recommend disposition of the application and issuance of permits for the construction of new hospitals; recommend plans for standardizing construction of hospitals and allied buildings; design and draft plans for the construction of government hospitals; and develop technical guides for medical and nurse supervisors.

SEC. 45. The Division of Hospitals shall have a Hospital Organization and Management Section and a Hospital Standardization Section, with corresponding duties and responsibilities as follows:

a. The Hospital Organization and Management Section shall have the following functions, among others:

(1) provide consultative and recommendatory services in hospital administration and management which include:

(*a*) study and preparation of plans and programs in order to improve administrative and management techniques of our hospitals;

(*b*) study and preparation of rules and regulations affecting hospital services from time to time in order to safeguard the public against malpractices and inadequate equipment and services in government and private hospitals;

(*c*) recommend the contents of a continuing program for staff development with emphasis on the adequacy of preparation and training of personnel for maximum performance and efficiency (preservices and in-service training);

(*d*) study and preparation of recommendations of policies regarding recruiting, qualifications, promotion, discharge, or retirement of personnel;

(*e*) compilation of clinical and statistical data for use in the analysis of clinical work for the interpretation of the work of the hospital staff (medical auditing);

(*f*) prepare, in collaboration with the Legal Division of the Office of Administrative Services, drafts of legislation affecting the hospitals and the Bureau of Medical Services;

(*g*) recommend staffing patterns for hospitals; and

(*h*) review and analyze hospital operation reports.

(2) develop and provide consultative and recommendatory services to hospital supervisors or inspectors in the field and check their techniques for further improvement. In collaboration with other Sections in this Division, this Section shall provide standard instructions for field inspectors in the following areas:

(*a*) utilization of existing facilities and personnel (manpower) in order to improve the quality of service rendered to the patients;

(*b*) professional efficiency of the Medical Staff;

(*c*) public relations;

(*d*) general housekeeping, laundry, and linen service of the hospital;

(*e*) adherence to accepted practices and procedures;

(*f*) proper care and treatment in general given to patients;

(*g*) quality and quantity of food given to patients;

(*h*) handling complaints on the part of the patients against the hospital;

(*i*) medical records, admission and discharge of patients;

(*j*) other professional services such as x-ray laboratory, clinical laboratory, hospital pharmacy and drug room, dental service, and out-patient department;

(*k*) nursing services; and

(*l*) medical social service functions; and

(3) provide consultative and recommendatory services on hospital nursing, study and prepare recommendations for the improvement of nursing service in hospitals, including nursing procedures, and provide liaison to the Department of Education in developing curricula for Schools of Nursing.

b. The Hospital Standardization and Architecture Section shall have the following functions, among others:

(1) recommend standards for the different services in the hospitals, such as, nursing services, food services, medical services, etc.;

(2) recommend standards for the different policies and procedures; such as, admission of patients to nursing units; discharge of patients from nursing units; procedures following death, control, and management of communicable, infectious, and suspect diseases, nursing patients, medication brought by patients to hospitals, etc.;

(3) recommend standards for equipment; such as, beds, bed side tables, cabinets, x-ray, electrocardiography, cribs, specialist chair, carriage for dressing, bed pan sterilizer, oxygen apparatus, wheel stretcher, irrigator stand, etc.;

(4) recommend regulations that will insure future growth in effectiveness, good service, and public appreciation of hospital clinics;

(5) study and evaluation of existing programs and facilities, develop plans for the expansion of hospital facilities, and provide consultation in planning of hospital facilities;

(6) screen, for architectural acceptability, the application and issuance of permits for the construction of new hospitals (public and private);

(7) prepare standards plans for construction of hospitals of different bed capacities and other related buildings, and provide consultation services in the preparation of modern hospital plans;

(8) inspect and recommend proposed sites for new hospital buildings and inspect existing hospital buildings from time to time in order to recommend measures, improvement, and expansion plans;

(9) supervise and coordinate construction of hospital facilities within its field of jurisdiction;

(10) maintain liaison with the Bureau of Public Works for the Bureau of Medical Services on matters pertaining to plans and construction of hospitals and allied buildings; and

(11) provide consultative and recommendatory services in plant operation and repair of technical equipment in hospitals; develop and maintain operating manuals; and provide technical supervision over the maintenance, repair, and operation of equipment, machinery, and distributing lines.

Functions of Regional Health Offices

SEC. 46. In accordance with section 40 of Reorganization Plan No. 12-A, the functions of the Regional Health Offices, among others, shall be to administer, direct, coordinate, and supervise all preventive and curative health services and activities in the region not specifically reserved to line authority from Headquarters entities; execute policies, standards, regulations, plans programs, and schedules involving Health services and activities; and supervise, through the Provincial Health offices (where applicable), the operation of hospitals in the region in accordance with prescribed standards, to report thereon and to make recommendations with respect thereto. Regional offices shall be organized in a manner parallel to the central office organization insofar as possible.

Field training programs in Regional training centers and elsewhere will be conducted under the supervision of the regional officers, except where otherwise specified. Central office organizational units shall be responsible for the establishment of standards, methods, and procedures in their technical fields of jurisdiction for adoption by field offices, but shall be responsible for the execution of these functions only in the Central Office. Field office organizational units shall be responsible to their superior field office supervisors for field office operations, except where otherwise specified. Field office units, however, shall be obliged to utilize such standard methods and procedures as have

been approved, and thus, may receive technical supervision from, and report technically to, their central office counterparts, subject to the direct authority of the regional office director. In unusual circumstances, field officers may issue instructions to deviate from approved practices, but in such instances, as in all others, they shall be responsible to their superiors for such action. Technical reports of Regional Laboratories and Quarantine Stations shall be submitted through the Regional Directors to the Office of the Undersecretary for Special Health Services.

SEC. 47. Each Regional Health Office shall have as its administrative head a Regional Health Director, who shall have such administrative supervision, as is not prohibited by law, over the Provincial Health Offices, the City Health Departments, and the Quarantine Stations in his region in accordance with sections 43 and 44, respectively, of Reorganization Plan No. 12-A.

SEC. 48. The Municipal and Rural Health Units and the Provincial Hospitals, as provided in section 45 of Reorganization Plan No. 12-A, shall be under the immediate administrative direction, supervision, and control of the Provincial Health Officers concerned.

SEC. 49. The Department shall have eight Regional Health Offices, the respective jurisdictions, boundaries, and headquarters offices of which shall conform to the pattern established by Reorganization Plan No. 53-A on Field Operations and its Implementing Details.

SEC. 50. The headquarters office of each Regional Office, under the administrative direction, supervision, and control of the Regional Health Director, shall consist of the following four entities, the respective duties and responsibilities of which are indicated accordingly in section 41 of Reorganization Plan No. 12-A:

- a. Consultant and supervisory staff;
- b. Regional Health Training Center;
- c. Regional Laboratory; and
- d. Administrative Unit.

Functions of the Office of the Undersecretary for Special Health Services

SEC. 51. The functions powers, duties, and responsibilities of the Undersecretary for Special Health Services shall consist of those provided in section 12 of Reorganization Plan No. 12-A which includes supervision, direction, and control of the Bureau of Research and Laboratories and the Bureau of Quarantine. Pursuant to section 10 of the same Plan, he shall be delegated such powers and authority necessary to enable him to discharge his functions, duties, and responsibilities as the Secretary may determine.

Functions of the Bureau of Research and Laboratories

SEC. 52. The functions of the Bureau of Research and Laboratories shall include, but not be limited to, those transferred to it by section 30 of Reorganization Plan No. 12-A and section 1 of Reorganization Plan No. 12-A.

SEC. 53. The Bureau of Research and Laboratories shall have a Division of Laboratories, a Division of Food and Drugs Testing, and an Institute of Nutrition.

Functions of the Division of Laboratories

SEC. 54. The functions, duties, and responsibilities of the Division of Laboratories, among others, shall be to develop the program to manufacture biological products; maintain and have laboratory experimental animals, collect blood plasma; and conduct research relating to blood, bacteriology, and pathology.

SEC. 55. The Division of Laboratories shall have a Section of Pathology and Microbiology, a Section of Plasma Dehydration, a Section of Sanitary Chemical Analysis, a Section of Production Laboratories, and a Section of Research, with corresponding duties and responsibilities as follows:

a. The Pathology and Microbiology Section shall have the following functions, among others:

- (1) conduct research studies on bacteriology and pathology of intestinal diseases;
- (2) conduct studies on causes and prevention of virus diseases;
- (3) conduct analysis of blood, sputum, urine, feces, and spinal fluid;
- (4) perform autopsies;
- (5) perform diagnoses on tissues; and
- (6) study the causes of food spoilage and recommend methods of improving food preparation.

b. The Research Section shall have the following functions, among others:

- (1) perform research on snail fever control;
- (2) study life cycles and pathogenicity of blood and lung parasites;
- (3) perform research on amoeba, flagellates, and worms; and
- (4) develop the programs for research on antibiotics, virus diseases, enteric diseases, etc.

c. The Blood Plasma Dehydration Section shall have the following functions, among others:

- (1) collect blood from donors;
- (2) process plasma in dried form;
- (3) process plasma to prepare different protein fractions and prepare them in dried form; and
- (4) perform research on plasma substitutes.

d. The Sanitary Chemical Analysis Section shall have the following functions, among others:

- (1) analyze air and body fluids for presence of poisonous substances absorbed from surrounding air or materials that constitute health hazards; and
- (2) conduct analysis of water to determine its fitness for industrial purposes or for human consumption.

e. The Production Laboratories Section shall have the following functions, among others:

- (1) develop the programs for the production of vaccines, sera, and other antitoxins;
 - (2) manufacture vaccines and sera; and
 - (3) conduct research as may be required in the development of the production program.
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Functions of the Division of Foods and Drugs Testing

SEC. 56. The functions, duties and responsibilities of the Division of Foods and Drugs Testing, among others, shall be to analyze food samples collected locally and imported from abroad in accordance with the Pure Food Law; collect analytical data for the preparation of food standards; detect local adulterants in food; analyze new drugs and medicinal preparations, both imported and manufactured locally; conduct research work on the stability of vitamin products; perform microbiological assay of new antibiotics and antibiotics containing drug preparations; perform chemical assay, sterility, pyrogen, toxicity, and other tests on antibiotic products; and conduct research work on methods of assay under local conditions.

Functions of the Institute of Nutrition

SEC. 57. The functions duties and responsibilities of the Institute of Nutrition, among others, shall be to conduct research in the basic and applied science of food and nutrition in accordance with policies established by the Undersecretary for Special Health Services, and to provide technical assistance, consultative and recommendatory services and quality control in the implementation of the Rice Enrichment Law (Republic Act No. 832) as supplemented by Executive Order No. 59 and Proclamation No. 58.

SEC. 58. The Institute of Nutrition is authorized to receive subsidies, endowments, requests and donations, and to use the same for such purposes that the donors may specify within the laws, orders, regulations, etc., governing such matters. In the absence of express wishes of the donors, all such contributions shall form part of the funds of the Institute and shall be available for expenditures as may be duly authorized by the Undersecretary for Special Health Services.

SEC. 59. The functions of the Institute of Nutrition Board shall be retained as they are in accordance with section 2 of Plan No. 14—A.

SEC. 60. The Institute of Nutrition Board shall retain its present system of mebership including the methods of appointment and tenure.

SEC. 61. The Institute of Nutrition shall have a Food and Nutritional Biochemistry Section, Medical and Applied Nutrition Section, and a Philippine Rice Enrichment Section, with corresponding duties and responsibilities as follows:

a. The Foods and Nutritional Biochemistry Section shall have the following functions, among others:

- (1) analyze and study composition of local foods;
 - (2) undertake biochemical studies on the nutritional levels of our people to help determine nutritional deficiencies and weaknesses in our dietary practices and make appropriate recommendations for their improvement;
 - (3) perform research on the requirements of Filipinos for the different food nutrients;
 - (4) perform other nutrition research services including:
 - (*a*) analysis for nutritional levels of biological samples which are referred by the Nutrition Clinic or other government agencies,
 - (*b*) examination of food samples submitted by other government laboratories, and
 - (*c*) consultant services on nutritional biochemistry and methods of analysis; and
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(5) upon request, conduct dietary and food consumption surveys to determine trends in food habits.

b. The Medical and Applied Nutrition Section shall have the following functions, among others:

(1) conduct researches on the practical application of nutrition knowledge in the prevention and treatment of disease; and

(2) provide consultative and recommendatory services on necessary public health measures for the prevention and control of deficiency diseases for use in nationwide program planning on nutrition and health.

c. The Philippine Rice Enrichment Section shall have the following functions, among others:

(1) develop policies for procurement, installation and operation of rice enrichment equipment;

(2) recommend procedures for field inspection services on the recognition and inspection for enriched rice;

(3) recommend action on medical nutrition with special reference to beri-beri, iron deficiency, anemia and associated deficiencies;

(4) do informational work as resource staff for lectures, and demonstrations on rice enrichment;

(5) conduct research studies on rice with special reference to nutritional values and other aspects of nutritional practices;

(6) encourage the manufacture and distribution of premix rice;

(7) encourage the manufacture, design and distribution of enrichment equipment with a view to improvement; and

(8) perform laboratory analysis of samples of premix rice and/or enriched rice for assistance to regional offices for enforcement purposes including quality control.

Functions of the Bureau of Quarantine

SEC. 62. The functions, powers, duties, and responsibilities of the Bureau of Quarantine shall be as provided in section 1 of Reorganization Plan No. 13-A, which shall be interpreted to include, among others, the following:

a. recommend policies and plans for operation of quarantine stations or rules and regulations for the prevention of introduction or transmission of quarantinable diseases from foreign countries, or from one port to another;

b. provide consultative and advisory services to operating entities in the field of quarantine;

c. lay down plans, programs, policies, and standards in the field of quarantine;

d. perform allied functions with respect to quarantine;

e. provide supervision over the Manila Regional Quarantine Station, as provided in section 3 of Plan No. 13-A, which shall be responsible for operational quarantine functions in its area; and

f. inspect inter-island vessels and aircraft for purposes of enforcing proper standards of sanitation.

Functions Transferred to the Department

SEC. 63. The functions enumerated above for the Department are interpreted to include those functions transferred to the Department from other Departments and/or entities.

REALLOCATION OF APPROPRIATIONS

SEC. 64. From the total appropriations authorized for the period from July first, nineteen hundred and fifty-six, to June thirtieth, nineteen hundred and fifty-seven, consisting of the following:

a. Under Republic Act Numbered 1600

(1)	For the Department of Health General Fund	₱40,651,073.00
	Public Health Research Laboratories Special Fund (Alabang Laboratories Revolving Fund)	950,000.00
	Bureau of Hospitals Special Fund	931,663.00
	Bureau of Hospitals Fiduciary Fund.....	398,545.00
(2)	For the Department of Commerce and Industry, Civil Aeronautics Administration Manila Airport Revolving Fund	44,290.00
(3)	For the Department of Justice, Bureau of Immigration General Fund	14,170.00
(4)	For the Social Welfare Administration General Fund	8,064.00
(5)	For the Department of Labor, Bureau of Labor General Fund	13,200.00
	Total Appropriations	₱43,011,005.00
	General Fund	₱40,686,507.00
	Public Health Research Laboratories Special Fund	950,000.00
	Bureau of Hospitals Special Fund	931,663.00
	Bureau of Hospitals Fiduciary Fund	398,545.00
	Manila Airport Revolving Fund	44,290.00

the following sums, subject to adjustment by the Commissioner of the Budget, based on the unexpected balance of the appropriations available as of the effective date of these Implementing Details, are reallocated for the operation of the Department during the period from July first, nineteen hundred and fifty-six to June thirtieth, nineteen hundred and fifty-seven, except where otherwise provided:

A. Funds Transferred Out

For implementation of Plan No. 2-A:

General Fund.....	₱25,347.00
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B. Current Operating Expenditures

(1) Office of the Secretary

PROGRAM I: GENERAL ADMINISTRATION AND STAFF SERVICES

For general administration and staff services which include consultant services in administrative matters relating to personnel, budget, finance, records, general

services, and legal services

₱422,284.00

(1) General Administration and Consultant Services 422,284.00

PROGRAM II: HEALTH EDUCATION, PERSONNEL TRAINING, AND STATISTICS

For health education and dissemination of health information; for training of technical and non-technical personnel of all disciplines; for the development and maintenance of a coordinated health statistics and research system, ₱320,480.00: *Provided*, That the amount of ₱96,440.00 for training in public health services and methods which has heretofore been paid from the receipts of the Philippine Charity Sweepstakes Office shall continue to be charged against the said fund, and the Board of Directors of the Philippine Charity Sweepstakes Office shall allot such amount in the distribution of the Philippine Charity Sweepstakes Fund, (Sec. 938 (b), Rev. Adm. Code; C. A. No. 430, R. A. No. 604; Ex. Or. Nos. 317, s. 1941; 94, s. 1947, 392, s. 1950).

(1) Program Management	₱18,243.00
(2) Education and Information Services	113,481.00
(3) Personnel Training	120,411.00
(4) Statistics and Research	68,345.00
Total	₱320,480.00

(2) *Office of the Undersecretary for Health and Medical Services*

PROGRAM I: EXECUTIVE DIRECTION, SUPERVISION, AND STAFF SERVICES

For executive direction, supervision and coordination of health and medical services and activities	₱60,218.00
(1) Executive direction and supervision	60,218.00

(3) *Bureau of Health Services*

PROGRAM I: PROGRAM PLANNING AND CONSULTANT SERVICES

For program planning and consultant services on environmental sanitation, preventable diseases, rural health services	₱169,650.00
(1) Program Planning and Consultant Services	169,650.00

(4) *Bureau of Medical Services*

PROGRAM I: STANDARDS FOR HOSPITAL SERVICES

For development of standards for hospital services and management, and for consultative services	₱155,610.00
(1) Standards for Hospital Services and Consultant Services	155,610.00

(5) *Bureau of Disease Control*

PROGRAM I: PROGRAM PLANNING, EVALUATION, AND CONSULTANT SERVICES

For program planning, evaluation and consultant services for disease control, including tuberculosis, malaria, leprosy, social hygiene, cancer, and mental hygiene	₱230,790.00
(1) Planning, Evaluation, and Consultant Services	<u>230,790.00</u>

(6) Office of the Undersecretary for Special Health Services

PROGRAM I: EXECUTIVE DIRECTION, SUPERVISION, AND STAFF SERVICES

For executive direction, supervision, and coordination of public health services and activities	₱42,582.00
(1) Executive direction and supervision	<u>42,582.00</u>

(7) Bureau of Research and Laboratories

PROGRAM I: LABORATORY EXAMINATION, PRODUCTION, AND RESEARCH

For laboratory examination and research services, for blood plasma dehydration; for production of vaccines, sera, and antitoxins and other biological products; for analysis of foods, drugs, and cosmetics; for laboratory research for the prevention and cure of disease; and for nutritional research ₱1,825,603.00: *Provided:* That the income to be realized from the analysis of foods and drugs, public health examinations, and proceeds from the sale of biological products shall accrue to the Alabang Laboratories Revolving Fund: *Provided,* That the Director of the Blood Bank shall be paid a salary of two pesos (₱2.00) per annum: *Provided,* That of the amount appropriated for nutritional research, ₱960.00 shall be for per diems of the chairman and members of the Institute of Nutrition Board who are not government officials, at the rate of ₱20.00 each for every session actually attended: *And Provided,* That of the amount appropriated for Project (1) General Management, ₱12,460.00 shall be for reimbursement to the Budget Commission and to the General Accounting Office for expense of accounting and auditing services.

(1) General Management	₱61,080.00
(2) Pathological and Micro-biological Examination	84,930.00
(3) Laboratory Research	82,620.00
(4) Blood Plasma Dehydration	266,480.00
(5) Sanitary Chemical Analyses	23,020.00
(6) Vaccine Production	1,153,373.00
(7) Foods and Drugs Analyses	56,940.00
(8) Nutrition Research	<u>97,160.00</u>
Total	<u>₱1,825,603.00</u>

(8) Bureau of Quarantine

PROGRAM I: QUARANTINE ADMINISTRATION

For administration of the quarantine services	₱19,332.00
(1) Quarantine Administration	<u>19,332.00</u>

(9) Field Operators

For administration of regional and other field offices and for supervision over

health activities within the regions	₱1,458,789.00
(1) General Administration	<u>1,458,789.00</u>

PROGRAM II: REGIONAL HEALTH TRAINING CENTERS

For training of health personnel of all disciplines in designated training centers and training for laboratory personnel	₱261,660.00
(1) Regional Health Training Centers.....	<u>261,660.00</u>

PROGRAM III: REGIONAL LABORATORIES

For laboratory examination services and research.....	₱271,540.00
(1) Laboratory Examination Services	<u>271,540.00</u>

PROGRAM IV: FIELD HEALTH SERVICES

For field health services, including rural health units, dental services, school, maternal, and child health services, malaria services, social hygiene, health education, environmental sanitation, preventable disease control, and tuberculosis control services: *Provided*, That, any provision of law to the contrary notwithstanding, the respective provinces shall include in their budget such amounts as they have heretofore allotted for their health funds, created under Section one thousand twelve of the Revised Administrative Code, and any province which fails to do so shall not be entitled to a share in the rural health fund herein provided in accordance with Republic Act No. 1982: *Provided, further*, That the amounts of ₱185,280.00 for the medical and dental services formerly under the Bureau of Hospitals which have heretofore been paid from the receipts of the Philippine Charity Sweepstakes Fund shall continue to be paid from the said fund, and the Board of Directors of the Philippine Charity Sweepstakes Office shall allot such amounts in the distribution of the Philippine Charity Sweepstakes Fund: *Provided, further*, That the amount of ₱16,234.00 for treponematoses control which have heretofore been paid from the receipts of the

Philippine Charity Sweepstakes Fund shall continue to be paid from the said fund, and the Board of Directors of the Philippine Charity Sweepstakes shall allot such amounts in the distribution of the Philippine Charity Sweepstakes Fund: *And provided, further*, That the amount of ₱600,000.00 out of this appropriation shall be paid to the Public Health Research Laboratories for the supply of tiki-tiki, vaccines, sera, antitoxin, and other biological products: *Provided, further*, That of the amount appropriated for tuberculosis control services, ₱500,000.00 shall be available only for hospital beds for indigents to be disbursed under such rules and regulations as the Secretary of Health may prescribe for medical care and treatment of charity patients suffering from tuberculosis taken care of in the Quezon Institute and other pavilions maintained and operated by the Philippine Tuberculosis Society throughout the

Philippines.....	₱15,449,245.00
(1) Rural Health Units	₱11,406,670.00
(2) Dental Services	768,880.00
(3) Social Hygiene Services	156,800.00
(4) Malaria Eradication Services	1,262,660.00
(5) Tuberculosis Control Services	1,527,975.00
(6) Environmental Sanitation	<u>326,260.00</u>
Total.....	<u>₱15,449,245.00</u>

PROGRAM V: SANITARIA SERVICES

For sanitaria services including the operation of skin for leprosy control.....	₱3,716,908.00
(1) Operation of Sanitaria and Skin Clinics	<u>₱3,716,908.00</u>

PROGRAM VI: QUARANTINE SERVICE

For quarantine service including inspection, prevention, detention services, general administration, and consultant services, ₱539,310.00: *Provided*, That ₱6,000.00 shall be for payment of per diems not to exceed ₱20.00 each per day for private practitioners who may be designated by the Secretary of Health to serve as acting quarantine officer, at ports, any provision of law to the contrary notwithstanding: *Provided, further*, That ₱18,760.00 shall be available for commutation of subsistence and quarters allowance of quarantine officers as authorized by the President at the same rates allowed in the Armed Forces of the Philippines; ₱46,980.00 for subsistence of employees and members of the crew of quarantine launches at daily rates not to exceed ₱2.00 each; and ₱4,840.00 for clothing allowances of fumigators, employees of detention services, and crews of quarantine launches to be given in kind.

(1) Quarantine Service	₱539,310.00
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PROGRAM VII: HOSPITAL SERVICES

For hospital services including operation of general hospitals, schools of nursing, special hospitals, and school of midwifery ₱18,041,657.00: *Provided*, That of the amount appropriated, ₱231,283.00 shall be available for laundry allowances at not to exceed ₱8.00 per month, which may be commuted when authorized by the department head, and for subsistence and quarters similarly commutable in the case of employees whose positions have been allowed such commutation prior to 1938: *Provided, further*, That of the amount appropriated, ₱7,750.00 shall be reimbursed to the Budget Commission for accounting services: *Provided, further*, That of the amount appropriated, ₱2,913,188.00 shall be available for aid to provincial, city, and municipal emergency hospitals created and established under the provisions of Acts Nos. 3114, 3168, 3284, 3361, and Commonwealth Act No. 356 and of this amount, the sum of ₱1,000,000.00 or so much thereof as may be necessary shall be distributed to provincial hospitals which, after 20 years that they received aid from the National Government, cannot yet stand on their own; ₱888,180.00 to provincial hospitals which are entitled to receive aid for a period of 20 years and ₱1,025,000.00 to city and municipal emergency hospitals: *Provided*, That private organizations may with the approval of the President, acquire and operate government hospitals established under Commonwealth Act No. 705, on condition that the said operation shall be in conformity with the regulations of the Bureau of Medical Services and that ten per centum of the bed capacity of hospitals so acquired and operated, shall be available for charity cases: *And provided, further*, That of the amount appropriated, ₱850,000.00 shall be used to carry out the provisions of Commonwealth Act No. 701, relative to the protection of early infancy, maternity, and child health: *Provided*, that this national aid shall be released, only in such amounts equivalent to the funds raised by the respective local governments for this purpose as certified by the provincial treasurer, for allotment to the hospitals and puericulture centers in accord with the specific provision therefor in Republic Act 1600.

(1) Operation of General hospitals	₱5,469,693.00
(2) Operation of Special hospitals	8,516,910.00

(3)	Operation of Schools of Nursing.....	99,795.00
(4)	Operation of School of Midwifery.....	192,071.00
(5)	Grants-in Aid (Hospitals and Puericulture Centers).....	<u>3,763,188.00</u>
		<u><u>₱18,041,657.00</u></u>

Total Current Operating Expenditures ₱42,985,658.00

C. Special Provisions

The total current operating expenditures of ₱42,985,658.00 authorized for the Department in these Implementing Details shall be paid out of the following funds:

(1)	General Fund	₱40,661,160.00
(2)	Public Health Research Laboratory Special Fund.....	950,000.00
(3)	Bureau of Hospitals Special Funds	931,663.00
(4)	Bureau of Hospitals Fiduciary Funds.....	398,545.00
(5)	Manila Airport Revolving Fund.....	<u>44,290.00</u>
	Total	<u><u>₱42,985,658.00</u></u>

The total current operating expenditures of ₱42,985,658.00 authorized for the Department shall be allotted for the following objects subject to adjustment by the Commissioner of the Budget based on the balance of funds available as of the effective date of these Implementing Details:

Personal Services, including ₱882,756.00 for temporary and emergency help	₱21,624,836.00
Non-Personal Items	<u>21,360,822.00</u>
Total	<u><u>₱42,985,658.00</u></u>
Total Funds.....	<u><u>₱43,011,005.00</u></u>

D. General Provisions

The “General Provisions” of Republic Act Numbered Sixteen hundred, to which reference is hereby made, shall remain in full force and effect, and is made a part of this Section on “Reallocation of Appropriations,” except that: (a) Section 16, “Officials entitled to transportation allowance,” is modified to include therein the Director of Health Services, the Director of Disease Control, the Director of Medical Services, the Director of Research and Laboratories, the Chief of Field Health Operations, the Chief of the Administrative Services, and the Chief of Health Education and Personnel Training, as among those granted commutable transportation allowance of one hundred pesos each per month; and to exclude therefrom the Director of Health, the Director of Hospitals, whose positions are abolished; and (b) Section 17 is modified to include the Bureau of Health Services for the development and execution of programs in the field of health services, to include the Bureau of Disease Control for the development and execution of programs to control certain special diseases, to include the Bureau of Medical Services for the development and execution of hospital programs, to include the Bureau of Research and Laboratories for health research and distribution of vaccines, sera and other biological preparations, and to include the Regional and other field offices of the Department of Health, for the purpose of executing functions of the Department of Health, and to exclude the Public Health Research Laboratories and the Bureau of Health which have been abolished. All special provisions of

Republic Act Numbered Sixteen hundred applicable to the Department of Health not inconsistent with the provisions of these Implementing Details, shall remain in full force and effect.

STAFFING PATTERN

SEC. 65. The following Staffing Pattern by project activity is provided for the Department for the periods from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, subject to the provisions of Reorganization Plans Nos. 1–A, 2–A and 3–A, except that authority is hereby granted to the Secretary subject to approval of the Commissioner of the Budget, to make necessary salary adjustments resulting from final selection of personnel to fit the positions in the Staffing Pattern, in order that no incumbent receives a reduction in salary, and further to make necessary salary adjustments resulting from new appointments, promotions, or salary increases: *Provided*, That no such adjustment may result in a salary rate which exceeds the minimum of the applicable salary range as provided in Reorganization Plan No. 2—A: *Provided, further*, That new appointments, promotions and salary increases presently pending which would exceed the maximum rate of the appropriate salary range are cancelled until further notice: *And provided, finally*, That nothing in the said Staffing Pattern shall be construed as depriving the Government Survey and Reorganization Commission, during its existence and the Commissioner of the Budget thereafter, of its power to make changes therein, to correct mistakes, discriminations or other injustices that may, in its opinion, have been committed in the preparation thereof:

(1) *Office of the Secretary*

PROGRAM I: GENERAL ADMINISTRATION AND STAFF SERVICES

Project 1: *General Administration and Staff Services*

Class title	Number	Salary range	Amount
Secretary of Health	1	(Exempt Position)	₱12,000.00
Medical Adviser	2	(54)	12,000.00
Chief Public Health Nurse	1	(48)	3,960.00
Chief Dental Service Officer	1	(46)	4,200.00
Public Relations Officer II	1	(42)	5,100.00
Private Secretary	1	(40)	2,940.00
Secretary	4	(30)	5,760.00
Senior Stenographer	3	(27)	4,320.00
Clerk I	2	(23)	2,880.00
Security Guard	1	(22)	2,400.00
Clerical Aide	1	(18)	1,440.00
Office of the Secretary, Total	<u>18</u>		<u>₱57,000.00</u>

OFFICE OF ADMINISTRATIVE SERVICES

Office of the Chief, Administrative Services

Administrative Officer VI			
(Chief of Administrative Services)	1	(54)	₱7,200.00
Administrative Officer III	1	(47)	6,000.00

Class title	Number	Salary range	Amount
Management Analyst II	1	(39)	4,200.00
Management Analyst I	1	(36)	2,400.00
Secretary	1	(30)	2,580.00
Senior Stenographer	1	(27)	1,440.00
Clerk II	<u>1</u>	(25)	<u>1,440.00</u>
	<u>7</u>		<u>₱25,260.00</u>

PERSONNEL AND RECORDS DIVISION

Office of the Chief

Personnel Officer III (Chief of Division)	1	(48)	₱4,500.00
Personnel Officer II	1	(43)	3,120.00
Stenographer	<u>1</u>	(25)	<u>1,440.00</u>
	<u>3</u>		<u>₱9,060.00</u>

Personnel Transactions Section

Personnel Officer I	1	(37)	₱2,400.00
Senior Personnel Aide	2	(30)	3,600.00
Senior Clerk	2	(27)	2,880.00
Personnel Aide	3	(25)	4,320.00
Stenographer	<u>1</u>	(25)	<u>1,440.00</u>
	<u>9</u>		<u>₱14,640.00</u>

Personnel Services Section

Personnel Officer II	1	(43)	₱3,720.00
Personnel Officer I	1	(37)	1,920.00
Senior Personnel Aide	2	(30)	3,000.00
Personnel Aide	2	(25)	2,880.00
Stenographer	<u>1</u>	(25)	<u>1,440.00</u>
	<u>7</u>		<u>₱12,960.00</u>

Records Section

Records Officer II	1	(33)	₱2,400.00
Supervising Clerk I	2	(30)	3,720.00
Senior Clerk	1	(27)	1,440.00
Clerk II	5	(25)	8,160.00
Clerk I	<u>3</u>	(23)	<u>4,320.00</u>
	<u>12</u>		<u>₱20,040.00</u>

BUDGET AND FINANCE DIVISION

Office of the Chief

Budget Officer IV (Chief of Division)	1	(49)	₱4,200.00
Budget Officer II	1	(42)	1,800.00
Stenographer	<u>1</u>	(25)	<u>1,440.00</u>

3 ₱7,440.00

Budget Section

Budget Officer I	1	(39)	₱3,960.00
Budget Examiner I	4	(30)	7,080.00
Budget Aide	2	(25)	3,360.00
Stenographer	<u>1</u>	(25)	<u>1,440.00</u>
	<u>8</u>		<u>₱15,840.00</u>

Class title	Number	Salary range	Amount
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Finance Section

Cashier III	1	(38)	₱2,400.00
Cashier II	1	(35)	1,800.00
Disbursing Officer	1	(29)	1,440.00
Cashier Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>4</u>		<u>₱7,080.00</u>

LEGAL DIVISION

Chief Legal Officer (Chief of Division)	1	(50)	₱2,760.00
Legal Officer II	1	(37)	2,580.00
Legal Officer I	1	(34)	2,400.00
Legal Aide II	1	(31)	2,160.00
Senior Stenographer	1	(27)	2,580.00
Stenographer	<u>2</u>	(25)	<u>2,880.00</u>
	<u>7</u>		<u>₱15,360.00</u>

GENERAL SERVICES DIVISION

Office of the Chief

Supply Officer IV (Chief of Division)	1	(48)	₱5,400.00
Stenographer	<u>1</u>	(25)	<u>1,440.00</u>
	<u>2</u>		<u>₱6,840.00</u>

Supplies Section

Supply Officer III	1	(43)	₱3,120.00
Supply Officer II	1	(37)	2,580.00
Supply Officer I	1	(31)	2,280.00
Senior Storekeeper	1	(29)	2,280.00
Storekeeper II	1	(27)	1,440.00
Stenographer	1	(25)	1,920.00
Store Aide	<u>2</u>	(18)	<u>2,880.00</u>
	<u>8</u>		<u>₱16,500.00</u>

Building and Grounds Management Section

Civil Engineer	1	(39)	₱4,200.00
Security Officer II	1	(37)	3,720.00

Class title	Number	Salary range	Amount
Senior Security Guard	1	(24)	1,440.00
Carpenter	1	(23)	1,440.00
Security Guard	8	(22)	11,520.00
Senior Janitor	1	(19)	1,440.00
Janitor	5	(14)	7,200.00
Laborer	<u>3</u>	(14)	<u>4,320.00</u>
	<u>21</u>		<u>₱35,280.00</u>

Class title	Number	Salary range	Amount
<i>Motor Pool Section</i>			
Automotive Shop Foreman	1	(31)	₱2,280.00
Automotive Mechanic II	1	(24)	1,800.00
Motor Pool Dispatcher	1	(23)	2,400.00
Automotive Mechanic I	1	(22)	1,800.00
Light Equipment Operator II	<u>5</u>	(20)	<u>7,200.00</u>
	<u>9</u>		<u>₱15,480.00</u>

Office of Administrative Services—Total 100 ₱201,780.00

Office of Health Education and Personnel Training

PROGRAM II: HEALTH EDUCATION, PERSONNEL TRAINING AND STATISTICS

Project 1. *Program Management*

Project 1. *Program Management*

Office of the Chief

Chief Health Educator (Chief of Health Education and Personnel Training)	1	(55)	₱7,200.00
Senior Stenographer	1	(27)	1,800.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>3</u>		<u>₱10,440.00</u>

Project 2. *Education and Information Services*

DIVISION OF HEALTH EDUCATION

Assistant Chief Health Educator (Chief of Division)	1	(51)	₱6,000.00
Stenographer	1	(25)	1,800.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>3</u>		<u>₱9,240.00</u>

Program Section

Senior Health Education Adviser	1	(49)	₱4,500.00
Health Education Adviser	2	(47)	8,700.00
Stenographer	1	(25)	1,800.00

Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>5</u>		<u>₱16,440.00</u>

Publications and Information Section

Supervising Information Officer I	1	(40)	₱3,720.00
Information Editor II	1	(36)	3,600.00
Audio-Visual Technician	1	(36)	2,580.00
Nutrition Writer Educator	3	(30)	8,640.00
Information Editor-Translator	3	(30)	6,600.00
Photographer	1	(27)	3,120.00
Illustrator II	2	(27)	4,200.00
Librarian	1	(27)	2,160.00
Film Librarian	1	(27)	1,800.00
Offset Press Operator	1	(26)	1,600.00
Junior Librarian	1	(25)	1,800.00
Stenographer	1	(25)	1,560.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>18</u>		<u>₱43,380.00</u>

Project 3. *Personnel Training*

PERSONNEL TRAINING DIVISION

Chief of Medical Division II	1	(54)	₱6,000.00
Stenographer	<u>1</u>	(25)	<u>2,160.00</u>
	<u>2</u>		<u>₱8,160.00</u>

Public Health Services Section

Medical Specialist III	1	(51)	₱6,000.00
Medical Specialist II (P. H. Personnel Training)	1	(46)	3,480.00
Department Training Nurse I	1	(43)	2,940.00
Health Education Training Adviser	1	(43)	3,480.00
Stenographer	2	(25)	3,600.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>7</u>		<u>₱20,940.00</u>

Medical Services Section

Medical Specialist III	1	(51)	₱6,000.00
Medical Specialist II (Laboratory Personnel Training)	1	(49)	4,800.00
Chief Training Officer	1	(45)	4,200.00
Department Training Nurse I	1	(43)	3,480.00
Stenographer	2	(25)	3,600.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>7</u>		<u>₱23,880.00</u>

Project 4: *Statistics and Research*

DIVISION OF STATISTICS

Class title	Number	Salary range	Amount
Chief Statistician (Chief of Division)	1	(46)	₱4,500.00
Stenographer	<u>1</u>	(25)	<u>1,440.00</u>
	<u>2</u>		<u>₱5,940.00</u>

Research Section

Senior Statistician	1	(41)	₱4,200.00
Statistician II	1	(38)	2,400.00
Statistician I	8	(33)	17,560.00
Statistician Aide	5	(25)	7,260.00
Illustrator I	2	(24)	4,200.00
Clerk I	<u>3</u>	(23)	<u>4,320.00</u>
	<u>20</u>		<u>₱39,940.00</u>

Vital Statistics Section

(To be staffed in 1958)

Office of Health Education and Personnel Training—			
Total	<u>67</u>		<u>₱178,360.00</u>

(2) *Office of the Undersecretary for Health
and Medical Services*

PROGRAM I: EXECUTIVE DIRECTION, SUPERVISION AND STAFF SERVICES

Project 1: *Executive Direction, Supervision and Staff Services**Office of the Undersecretary*

Undersecretary of Health (Undersecretary for Health and Medical Services)	1	(Exempt)	₱9,000.00
Chief of Field Health Operations	1	(60)	6,000.00
Medical Adviser	2	(54)	12,000.00
Secretary	3	(30)	7,200.00
Senior Clerk	1	(27)	1,800.00
Senior Stenographer	1	(27)	1,800.00
Clerk II	2	(25)	2,880.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
Office of Undersecretary for Health and Medical Services—Total	<u>12</u>		<u>₱42,120.00</u>

(3) Bureau of Health Services

PROGRAM I: PROGRAM PLANNING AND CONSULTANT SERVICES

Project 1: *Program Planning and Consultant Services**Office of the Director*

Director of Medical Bureau	1	(65)	₱7,200.00
Secretary I	1	(30)	1,440.00
Senior Stenographer	1	(27)	1,440.00
Information Writer	<u>1</u>	(27)	<u>2,160.00</u>
	<u>4</u>		<u>₱12,240.00</u>

DIVISION OF PREVENTABLE DISEASES

Chief of Medical Division 1	1	(51)	₱6,000.00
Medical Specialist II (Epidemiology)	1	(46)	5,100.00
Medical Specialist II (Chronic Diseases)	1	(46)	3,120.00
Medical Specialist II (Viral Diseases)	1	(46)	3,720.00
Medical Specialist I (Nutritional Diseases)	1	(46)	3,000.00
Senior Clerk	1	(27)	1,560.00
Senior Stenographer	3	(27)	4,320.00
Illustrator II	1	(27)	1,440.00
Clerk I	<u>2</u>	(23)	<u>2,880.00</u>
	<u>12</u>		<u>₱31,140.00</u>

DIVISION OF ENVIRONMENTAL SANITATION

Chief of Medical Division I	1	(51)	₱6,000.00
Sanitary Engineering Adviser (Water Supply Sanitation)	1	(49)	4,500.00
Sanitary Engineering Adviser (Water Disposal)	1	(49)	5,100.00
Medical Specialist I (Sanitary Food Control)	1	(49)	5,100.00
Chief Drug Inspector	1	(46)	3,720.00
Senior Clerk	1	(27)	1,560.00
Senior Stenographer	3	(27)	4,320.00
Illustrator II	1	(27)	1,440.00
Clerk I	<u>2</u>	(23)	<u>2,880.00</u>
	<u>12</u>		<u>₱34,620.00</u>

DIVISION OF MATERIAL AND CHILD HEALTH

Chief of Medical Division I	1	(51)	₱6,000.00
Medical Specialist I (School Health)	1	(46)	5,100.00
Medical Social Work Adviser	1	(46)	5,100.00
Chief Nurse III (P. H.)	1	(45)	3,900.00
Senior Clerk	1	(27)	2,580.00
Stenographer	1	(25)	1,920.00
Clerk I	<u>2</u>	(25)	<u>2,880.00</u>
	<u>8</u>		<u>₱27,480.00</u>

DIVISION OF INDUSTRIAL HYGIENE

Class title	Number	Salary range	Amount
Chief of Medical Division I	1	(51)	₱5,100.00
Medical Specialist II (Occupational Diseases)	1	(49)	3,720.00
Medical Specialist I (Industrial Toxicology)	1	(46)	3,960.00
Medical Specialist I (Medical Services in Industry)	1	(46)	3,960.00
Industrial Safety Engineer	1	(36)	3,000.00
Senior Clerk	1	(27)	1,440.00
Senior Stenographer	2	(27)	2,880.00
Clerk I	<u>2</u>	(23)	<u>2,880.00</u>
	<u>10</u>		<u>₱26,940.00</u>
Bureau of Health Services—Total	46		₱132,420.00

(4) *Bureau of Medical Services*
(Division of Hospitals)

PROGRAM I: STANDARDS FOR HOSPITAL SERVICES

Project 1: *Standards for Hospital Services and Consultant Services**Office of the Director*

Director of Medical Bureau	1	(65)	₱7,200.00
Senior Stenographer	1	(27)	1,440.00
Secretary I	1	(30)	1,440.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>4</u>		<u>₱11,520.00</u>

Hospital Organization and
Management Section

Medical Adviser (Chief of Section)	1	(54)	₱6,000.00
Medical Specialist III (Hospital Supervision)	1	(51)	6,000.00
Medical Specialist III (Medical Auditing)	1	(51)	5,400.00
Medical Social Work Adviser	1	(46)	6,000.00
Food Services Management Supervisor	1	(46)	2,580.00
Chief Nurse III (Institutional Nursing)	1	(45)	4,200.00
Chief Nurse III (Nursing Education)	1	(45)	2,940.00
Personnel Officer II (Supervisor)	1	(43)	4,200.00
Medical Records Library Advisor	1	(43)	2,760.00
Laundry Management Advisor	1	(39)	3,960.00
Press Relations Officer I	1	(38)	3,960.00
Stenographer	3	(25)	4,320.00
Clerk II	5	(25)	7,440.00
Clerk I	<u>3</u>	(23)	<u>4,320.00</u>
	<u>22</u>		<u>₱64,080.00</u>

Hospital Standardization Section

Medical Adviser (Chief of Section)	1	(54)	₱6,000.00
Medical Specialist III	1	(51)	6,000.00
Sanitary Engineering Adviser	1	(46)	4,200.00
Chief Nurse III	1	(45)	2,940.00
Senior Mechanical Engineer	1	(42)	3,960.00
Assistant Mechanical and Electrical Engineer	1	(40)	1,440.00
Architect II	3	(33)	5,280.00
Stenographer	2	(25)	2,880.00
Clerk II	3	(25)	4,320.00
Clerk I	2	(23)	4,320.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	17		₱42,780.00
Bureau of Medical Services—Total	<u>43</u>		<u>₱118,380.00</u>

(5) Bureau of Disease Control

PROGRAM I: PROGRAM PLANNING, EVALUATION AND CONSULTANT SERVICES

Project 1: *Program Planning, Evaluation and Consultant Services**Office of the Director*

Director of Medical Bureau	1	(65)	₱7,200.00
Secretary	1	(30)	2,400.00
Senior Stenographer	1	(27)	2,400.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	4		₱13,440.00

DIVISION OF MALARIA

Chief of Medical Division II	1	(54)	₱7,200.00
Medical Specialist II	1	(49)	6,000.00
Sanitary Engineering Adviser	1	(46)	5,100.00
Entomology Adviser	2	(46)	9,600.00
Stenographer	2	(25)	3,360.00
Clerk II	1	(25)	1,440.00
Clerk I	<u>2</u>	(23)	<u>3,000.00</u>
	10		₱35,700.00

DIVISION OF TUBERCULOSIS

Chief of Medical Division II	1	(54)	₱7,200.00
Medical Specialist II (Medical Clinics)	1	(49)	3,960.00
Medical Specialist II (Prevention and Immunization) ..	1	(49)	4,800.00
Medical Specialist I (Epidemiology)	1	(46)	3,600.00
Medical Social Work Adviser	1	(46)	6,000.00
Chief Nurse II (T.B.)	1	(43)	3,960.00
Stenographer	2	(25)	3,600.00
Clerk II	2	(25)	3,240.00

Class title	Number	Salary range	Amount
Clerk I	<u>2</u>	(25)	<u>2,880.00</u>
	<u>12</u>		<u>₱39,240.00</u>

DIVISION OF SANITARIA

Chief of Medical Division III	1	(57)	₱6,000.00
Administrative Assistant I	1	(35)	2,580.00
Senior Stenographer	<u>1</u>	(27)	<u>1,440.00</u>
	<u>3</u>		<u>₱10,020.00</u>

Sanitaria Services Section

Medical Adviser (Chief of Section)	1	(54)	₱6,000.00
Medical Specialist III (Sanitaria Supervision)	1	(51)	6,000.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>3</u>		<u>₱13,440.00</u>

Skin Clinics Section

Medical Specialist III (Chief of Section)	1	(51)	₱5,400.00
Medical Specialist I	2	(46)	7,440.00
Research Chemist	1	(41)	3,600.00
Senior Nurse	1	(32)	1,800.00
Scientific Illustrator	1	(31)	2,400.00
Senior Medical Technician	1	(29)	1,440.00
Nurse	2	(28)	3,600.00
Medical Technician	1	(27)	1,440.00
Stenographer	1	(25)	1,440.00
Nursing Attendant	<u>1</u>	(20)	<u>1,440.00</u>
	<u>12</u>		<u>₱30,000.00</u>

DIVISION OF SOCIAL HYGIENE

Chief of Medical Division I	1	(51)	₱6,000.00
Medical Specialist II	1	(46)	3,960.00
Stenographer	1	(25)	2,160.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>4</u>		<u>₱13,560.00</u>

DIVISION OF CANCER CONTROL

Chief of Medical Division I	1	(51)	₱6,000.00
Medical Specialist II	1	(46)	10,200.00
Stenographer	1	(25)	1,440.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>5</u>		<u>₱19,080.00</u>

Class title	Number	Salary range	Amount
DIVISION OF MENTAL HYGIENE			
Chief of Medical Division I	1	(51)	₱6,000.00
Medical Specialist I	2	(46)	10,200.00
Stenographer	1	(25)	1,440.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>5</u>		<u>₱19,080.00</u>
Bureau of Disease Control—Total	<u>58</u>		<u>₱193,560.00</u>

(6) *Office of the Undersecretary for Special Health Services*

PROGRAM I: EXECUTIVE DIRECTION, SUPERVISION AND STAFF SERVICES

Project 1. *Executive Direction, Supervision and Staff Services*

Office of the Undersecretary

Undersecretary of Health (Undersecretary for Special Health Services)	1	Exempt	₱9,000.00
Medical Adviser	1	(54)	9,000.00
Secretary	1	(30)	2,400.00
Senior Clerk	1	(27)	1,920.00
Stenographer	1	(25)	1,800.00
Clerk II	1	(25)	1,440.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>7</u>		<u>₱27,000.00</u>

(7) *Bureau of Quarantine*

PROGRAM I: QUARANTINE SERVICE

Project 1: *Quarantine Service*

Director of Quarantine	1	(55)	₱7,200.00
Administrative Assistant I	1	(35)	1,440.00
Stenographer	1	(25)	2,400.00
Clerk II	<u>1</u>	(25)	<u>1,440.00</u>
	<u>4</u>		<u>₱12,480.00</u>

(8) *Bureau of Research and Laboratories*

PROGRAM I: LABORATORY EXAMINATION, PRODUCTION AND RESEARCH

Project 1: *General Management*

Office of the Director

Director Medical Bureau	1	(65)	₱7,200.00
Cashier	1	(32)	2,760.00
Secretary	1	(30)	2,580.00
Storekeeper II	1	(27)	2,760.00
Clerk II	1	(25)	1,800.00

Stenographer	1	(25)	2,400.00
Clerk I	1	(23)	1,680.00
Clerical aide	<u>1</u>	(18)	<u>1,560.00</u>
	<u>8</u>		<u>₱22,740.00</u>

DIVISION OF LABORATORIES

Office of the Chief

Chief of Medical Division II	1	(54)	₱7,200.00
Stenographer	1	(25)	1,800.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>3</u>		<u>₱10,800.00</u>

Project 2: *Pathological and Microbiological Examination**Pathology and Microbiology Section*

Chief Research Bacteriologist (Chief of Section)	1	(48)	₱6,000.00
Chief Bacteriologist	1	(41)	2,940.00
Bacteriologist	1	(34)	2,580.00
Analytical Chemist	1	(34)	2,400.00
Medical Technician	2	(27)	3,360.00
Bacteriology Laboratory Technician	<u>1</u>	(24)	<u>1,560.00</u>
	<u>7</u>		<u>₱18,840.00</u>

Project 3: *Laboratory Research**Research Section*

Chief Research Bacteriologist (Chief of Section)	1	(48)	₱6,000.00
Medical Specialist I	2	(46)	6,120.00
Medical Parasitologist II	1	(43)	4,200.00
Medical Parasitologist I	1	(41)	3,720.00
Research Chemist	1	(41)	4,800.00
Bacteriologist I	1	(34)	3,120.00
Analytical Chemist	1	(34)	2,580.00
Scientific Illustrator	1	(31)	1,920.00
Schistosoma Technician II	1	(28)	3,120.00
Schistosoma Technician I	2	(25)	3,840.00
Stenographer	2	(25)	4,380.00
Clerk I	1	(23)	1,440.00
Schistosoma Laboratory Helper	1	(18)	1,440.00
Bacteriology Laboratory Helper	<u>1</u>	(16)	<u>1,440.00</u>
	<u>17</u>		<u>₱48,120.00</u>

Project 4: *Blood Plasma Dehydration**Blood Plasma Dehydration Section*

Class title	Number	Salary range	Amount
Chief, Plasma Dehydrating Laboratory	1	(41)	₱6,000.00
Examining Physician	2	(37)	9,000.00
Public Health Nurse	4	(32)	9,120.00
Mechanical Plant Supervisor	1	(31)	3,120.00
Medical Technician	6	(27)	10,620.00
Building Maintenance Foreman I	1	(27)	2,580.00
Stenographer	1	(25)	1,560.00
Bacteriology Laboratory Technician	2	(24)	3,240.00
Chemical Laboratory Technician	3	(24)	4,560.00
Storekeeper I	1	(23)	1,440.00
Clerk I	2	(23)	3,480.00
Medical Laboratory Aide	5	(18)	7,320.00
Animal Caretaker	1	(15)	1,440.00
	<u>30</u>		<u>₱63,480.00</u>

Project 5: *Sanitary Chemical Analysis**Sanitary Chemical Analysis Section*

Chief Bacteriologist (Chief of Section)	1	(41)	₱4,200.00
Bacteriologist	1	(34)	2,160.00
Analytical Chemist	2	(34)	3,840.00
Chemical Laboratory Technician	1	(24)	2,880.00
Bacteriology Laboratory Helper	1	(16)	1,440.00
	<u>6</u>		<u>₱14,520.00</u>

Project 6: *Vaccine Production**Production Laboratories Section*

Chief Research Bacteriologist	1	(48)	₱6,000.00
Production Bacteriologist	7	(38)	32,520.00
Bacteriologist	5	(34)	14,820.00
Mechanical Plant Supervisor	1	(31)	2,940.00
Micro-Photographer	1	(30)	3,120.00
Senior Mechanical Plant Operator	1	(27)	3,120.00
Senior Bacteriology Laboratory Technician	3	(27)	6,300.00
Building Maintenance Foreman I	1	(27)	1,920.00
Senior Carpenter	1	(25)	2,040.00
Bacteriology Laboratory Technician	19	(24)	30,240.00
Senior Security Guard	1	(24)	1,920.00
Mechanic II	1	(24)	2,400.00
Mechanic I	1	(23)	1,800.00
Mechanical Plant Operator II	4	(23)	7,680.00

Painter	1	(23)	1,440.00
Storekeeper	1	(23)	1,440.00
Clerk I	2	(23)	3,120.00
Carpenter	3	(23)	5,040.00
Security Guard	4	(22)	5,760.00
Tinsmith	1	(22)	1,440.00
Mechanical Plant Operator I	5	(21)	7,920.00
Building Maintenceman	1	(21)	1,560.00
Light Equipment Operator II	3	(20)	4,560.00
Leadman—Laborer	1	(19)	2,400.00
Mechanical Plant Operator Helper	2	(18)	3,360.00
Head Animal Caretaker	1	(16)	1,920.00
Bacteriology Laboratory Helper	9	(16)	13,560.00
Animal Caretaker	12	(15)	19,560.00
Groundsman—Gardener	1	(14)	1,440.00
Janitor	2	(14)	2,880.00
Laborer	<u>3</u>	(14)	<u>4,560.00</u>
	<u>99</u>		<u>₱198,780.00</u>

Project 7: *Food and Drug Analysis*

DIVISION OF FOODS AND DRUGS TESTING

Project 5: *Sanitary Chemical Analysis*

Chief Research Chemist (Chief of Division)	1	(50)	₱6,000.00
Senior Research Chemist	1	(48)	5,100.00
Research Chemist	2	(41)	7,440.00
Research Bacteriologist	2	(41)	9,600.00
Supervising Analytical Chemist	1	(41)	4,200.00
Analytical Chemist	2	(34)	6,060.00
Bacteriology Laboratory Technician	1	(24)	1,800.00
Chemical Laboratory Technician	1	(24)	1,800.00
Chemical Laboratory Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>12</u>		<u>₱43,440.00</u>

Project 8: *Nutrition Research*

INSTITUTE OF NUTRITION

Office of the Director

Director of Nutrition	1	(55)	₱7,200.00
Senior Clerk	1	(27)	1,440.00
Senior Stenographer	1	(27)	1,440.00
Clerk II	1	(25)	1,440.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>5</u>		<u>₱12,960.00</u>

Medical and Applied Nutrition Section

Class title	Number	Salary range	Amount
Chief Medical Nutritionist	1	(48)	₱6,000.00
Medical Nutritionist II	1	(42)	4,800.00
Nutritionist Adviser	1	(42)	3,480.00
Institutional Nutritionist	1	(37)	3,000.00
Stenographer	1	(25)	1,440.00
Clerk I	1	(23)	1,800.00
	<u>6</u>		<u>₱20,520.00</u>

Foods and Nutritional Biochemistry Section

Chief Research Chemist	1	(50)	₱6,000.00
Research Chemist	2	(41)	8,220.00
Supervising Analytical Chemist	1	(41)	3,300.00
Analytical Chemist	10	(34)	19,080.00
Clerk II	1	(25)	1,440.00
Mechanic I	1	(22)	1,800.00
Chemical Laboratory Aide	1	(18)	1,440.00
	<u>17</u>		<u>₱41,280.00</u>

Philippine Rice Enrichment Section

Rice Enrichment Manager	1	(48)	₱6,000.00
Rice Enrichment Adviser	1	(42)	4,500.00
Clerk II	1	(25)	*1,440.00
	<u>3</u>		<u>₱11,940.00</u>
Bureau of Research and Laboratories—Total ..	<u>213</u>		<u>₱495,480.00</u>

(9) Field Operations

PROGRAM I: GENERAL ADMINISTRATION

Project 1: *General Administration*

REGIONAL HEALTH OFFICES—Manila

Office of Regional Health Director

Regional Health Director	1	(58)	₱9,000.00
Deputy Regional Health Director	1	(54)	6,600.00
Medical Specialist II (Provincial Health Services)	1	(49)	6,000.00
Medical Specialist II (City Health Services)	1	(49)	5,100.00
Medical Specialist II (Special Hospitals)	1	(49)	6,000.00
Secretary I	5	(30)	7,680.00
Information Writer	1	(27)	2,400.00
	<u>11</u>		<u>₱42,780.00</u>

* not in totals: not paid from Institute appropriation in F. Y. 1957

Consultant Services

Medical Specialist III (Consultant Chief)	1	(51)	₱6,000.00
Medical Specialist II (Hospital Administration)	2	(49)	12,000.00
Medical Specialist II (Public Health Administration)	2	(49)	8,160.00
Medical Specialist I (Parasitology)	1	(46)	2,940.00
Food and Drug Supervisor II	1	(44)	2,580.00
Food Services Management Supervisor (Hospital Dietician)	1	(42)	3,120.00
Senior Sanitary Engineer (Public Health)	1	(42)	4,200.00
Epidemiologist	1	(42)	2,400.00
Medical Nutritionist II	1	(42)	3,600.00
Regional Public Health Nurse	2	(41)	7,080.00
Regional Nursing Supervisor (Hospital Services)	8	(41)	21,360.00
Assistant Mechanical Electrical Engineer (X-Ray Electrical Maintenance)	1	(40)	2,940.00
Mechanical Engineer (Preventive Maintenance)	1	(39)	3,720.00
Mechanical Engineer (Plant Maintenance)	1	(39)	3,720.00
Mechanical Engineer (Mechanical Maintenance)	1	(39)	2,400.00
Mechanical Engineer (Rice Enrichment)	1	(39)	2,400.00
Senior Health Educator	3	(38)	8,280.00
Senior Dentist (Public Health)	1	(37)	7,200.00
Statistician I (Vital Statistics)	1	(33)	2,400.00
Secretary	1	(30)	2,400.00
Stenographer	1	(25)	1,440.00
Clerk II	3	(25)	4,320.00
Clerk I	7	(23)	10,080.00
Rice Enrichment Inspector	<u>2</u>	(23)	<u>2,880.00</u>
	<u>45</u>		<u>₱127,620.00</u>

Administrative Staff

Administrative Officer IV	1	(50)	₱6,000.00
Personnel Officer II	1	(43)	3,120.00
Budget Officer II	1	(42)	3,120.00
Administrative Officer I	1	(41)	2,940.00
Supply Officer II	1	(37)	2,760.00
Legal Officer II	1	(37)	3,960.00
Budget Examiner II	2	(36)	6,240.00
Cashier II	1	(35)	2,580.00
Statistician I	1	(33)	2,580.00
Supply Officer I	1	(31)	2,580.00
Records Officer I	1	(30)	2,760.00
Senior Mechanic (X-Ray)	1	(27)	2,040.00
Senior Clerk	1	(27)	1,440.00
Personnel Aide	2	(25)	2,880.00
Statistical Aide	1	(25)	1,440.00
Stenographer	2	(25)	2,880.00

Class title	Number	Salary range	Amount
Mechanic II	2	(24)	2,880.00
Clerk I	4	(23)	5,760.00
Security Guard	6	(22)	8,640.00
Light Equipment Operator II	6	(20)	8,640.00
Store Aide	1	(18)	1,440.00
Clerical Aide	1	(18)	1,440.00
Janitor	6	(14)	8,640.00
	<u>45</u>		<u>₱86,760.00</u>

*Operational Staff
Industrial Hygiene*

Examining Physician	3	(37)	₱9,120.00
Dentist I	1	(34)	2,400.00
Nurse	<u>1</u>	(28)	<u>1,680.00</u>
	<u>5</u>		<u>₱13,200.00</u>

International Airport First Aid Unit

Clinic Supervisor	1	(44)	₱4,200.00
Clinic Physician	2	(40)	6,840.00
Dentist I	1	(34)	3,720.00
Nurse	3	(28)	6,720.00
Dental Laboratory Technician	1	(25)	1,440.00
Clerk I	1	(23)	1,440.00
Light Equipment Operator II	2	(20)	3,600.00
Nursing Attendant	<u>2</u>	(20)	<u>2,880.00</u>
	<u>13</u>		<u>₱30,840.00</u>

PROGRAM II: REGIONAL HEALTH TRAINING CENTERS

Project I: *Regional Health Training Centers*

Regional Health Training Center

Medical Specialist II	1	(49)	₱6,000.00
Medical Training Officer II	2	(44)	5,520.00
Regional Training Nurse	1	(41)	2,580.00
Sanitary Engineer	1	(39)	3,120.00
Supervising Nurse Instructor	1	(38)	2,280.00
Senior Health Educator	1	(38)	2,400.00
Nurse Instructor II	6	(34)	15,840.00
Dentist I	1	(34)	2,940.00
Senior Storekeeper	1	(29)	1,920.00
Rural Sanitary Inspector	1	(26)	1,800.00
Clerk II	1	(25)	1,440.00
Clerk I	1	(23)	1,440.00
Dental Aide	1	(20)	1,440.00
Light Equipment Operator II	2	(20)	3,000.00

Class title	Number	Salary range	Amount
Clerical Aide	1	(18)	1,440.00
Janitor	1	(14)	1,440.00
	<u>23</u>		<u>₱54,600.00</u>
Manila Regional Offices—Total	<u>142</u>		<u>₱355,800.00</u>

PROGRAM I: GENERAL ADMINISTRATION

Project 1: *General Administration*

REGIONAL OFFICES OTHER THAN MANILA

Regional Health Director I	7	(56)	₱46,200.00
Clerk II	<u>7</u>	(25)	<u>10,080.00</u>
	<u>14</u>		<u>₱56,280.00</u>

Consultant Staff

Medical Specialist III (Consultant Chief) ¹	7	(51)	₱38,100.00
Medical Specialist II ¹	7	(46)	30,540.00
Senior Sanitary Engineer (Public Health)	7	(42)	29,400.00
Food and Drug Supervisor	7	(42)	16,800.00
Medical Nutritionist II	7	(42)	25,560.00
Regional Nursing Supervisor (Hospital Administration)	28	(41)	72,120.00
Regional Public Health Nurse (Public Health)	7	(41)	20,040.00
Mechanical Engineer (Rice Enrichment)	7	(39)	20,220.00
Senior Health Educator	7	(38)	16,800.00
Senior Dentist (Public Health)	7	(37)	18,120.00
Statistician I (Vital Statistics)	7	(33)	12,600.00
Malacologist	1	(33)	2,160.00
Senior Bacteriologist Laboratory Technician	1	(27)	2,400.00
Stenographer	7	(25)	10,080.00
Clerk I	28	(23)	40,680.00
Rice Enrichment Inspector	<u>7</u>	(23)	<u>11,760.00</u>
	<u>142</u>		<u>₱367,380.00</u>

Administrative Staff

Administrative Officer III	7	(47)	₱18,540.00
Personnel Officer II	7	(43)	17,520.00
Budget Officer II	7	(42)	18,300.00
Legal Officer II	7	(37)	16,860.00
Supply Officer II	7	(37)	14,940.00
Cashier II	7	(35)	13,320.00
Records Officer I	7	(30)	12,600.00
Senior Storekeeper	7	(29)	10,080.00
Personnel Aide	7	(25)	10,680.00
Stenographer	7	(25)	10,080.00
Clerk II	10	(25)	14,760.00
Mechanic II	18	(24)	29,640.00

Clerk I	21	(23)	30,240.00
Security Guard	21	(22)	30,960.00
Light Equipment Operator II	28	(20)	41,040.00
Janitor	<u>17</u>	(14)	<u>24,840.00</u>
	<u>185</u>		<u>₱314,400.00</u>

PROGRAM II: REGIONAL HEALTH TRAINING CENTERS

Project I: *Regional Health Training Centers**Health Training Centers*

Medical Specialist I	4	(46)	₱19,200.00
Senior Sanitary Engineer	4	(42)	16,320.00
Regional Training Nurse	4	(41)	11,760.00
Senior Health Educator	4	(38)	10,680.00
Assistant Regional Training Nurse	4	(38)	10,140.00
Nurse Instructor II (Public Health)	4	(34)	14,400.00
Nurse Instructor II (Nursing-Midwifery)	3	(34)	7,200.00
Clerk I	4	(23)	5,760.00
Audio-Visual Equipment Operator	<u>3</u>	(21)	<u>5,400.00</u>
	<u>36</u>		<u>₱100,860.00</u>

PROGRAM III: REGIONAL LABORATORIES

Project 1: *Laboratory Examination Services**Regional Laboratory*

Medical Specialist I (Chief Microbiologist or Pathologist)	3	(46)	₱12,540.00
Senior Medical Technician	3	(29)	7,920.00
Medical Technician	<u>15</u>	(27)	<u>32,340.00</u>
	<u>21</u>		<u>₱52,800.00</u>
Regional Offices—Except Manila—Total	<u>398</u>		<u>₱891,720.00</u>

Leyte Laboratory

Supervising Medical Parasitologist	1	(45)	₱5,100.00
Medical Parasitologist II	1	(43)	3,960.00
Medical Parasitologist I	4	(41)	12,660.00
Sanitary Engineer	1	(39)	3,300.00
Supervising Malacologist	1	(37)	2,580.00
Malacologist II	1	(35)	2,760.00
Malacologist I	2	(33)	4,320.00
Supply Officer I	1	(31)	1,680.00
Civil Engineering Draftsman	1	(30)	1,920.00
Microphotographer	1	(30)	1,920.00
Schistosoma Technician II	10	(28)	17,160.00
Schistosoma Technician I	5	(25)	7,220.00
Clerk I	1	(23)	2,160.00

Light Equipment Operator II	2	(20)	3,360.00
Schistosoma Laboratory Helper	2	(18)	2,880.00
Laborer	<u>10</u>	(14)	<u>14,400.00</u>
Leyte Laboratory—Total	<u>44</u>		<u>₱87,380.00</u>

PROGRAM IV: FIELD HEALTH SERVICES

Project 1: *Rural Health Units*¹

Provincial Health Officer III	38	(54)	₱123,150.00
Provincial Health Officer II	12	(51)	32,700.00
Provincial Health Officer I	3	(49)	7,200.00
Rural Health Physician	1,135	(42)	2,677,440.00
Regional Public Health Nurse	5	(41)	17,700.00
Clinic Physician	2	(40)	4,320.00
Chief Vaccinator	27	(36)	40,200.00
Health Educator	15	(34)	36,000.00
Senior Pharmacist	4	(33)	9,600.00
Public Health Nurse	1,046	(32)	2,313,120.00
Midwife II	1,018	(28)	1,428,780.00
Supervising Vaccinator	2	(28)	3,840.00
Rural Sanitation Inspector	1,154	(26)	701,640.00
Clerk II	1	(25)	1,440.00
Stenographer I	3	(25)	5,760.00
Clerk-Driver	110	(23)	158,520.00
Clerk I	9	(23)	12,960.00
Mechanic I	1	(22)	1,800.00
Vaccinator	202	(20)	290,880.00
Light Equipment Operator II	1	(20)	1,440.00
Medical Laboratory Aide	1	(18)	1,440.00
Clerical Aide	6	(18)	8,640.00
Laborer	<u>4</u>	(14)	<u>5,760.00</u>
Rural Health Units—Total	<u>4,799</u>		<u>₱7,884,330.00</u>

Project 2: *Dental Services*

Dentist I	163	(34)	₱391,200.00
Dentist Aide	<u>62</u>	(20)	<u>89,280.00</u>
Dental Services—Total	<u>225</u>		<u>₱480,480.00</u>

Project 3: *Social Hygiene Services*

Senior Clinic Supervisor	13	(42)	₱33,540.00
Examining Physician	10	(37)	25,620.00
Public Health Nurse	16	(32)	28,800.00
Medical Technician	1	(27)	1,440.00
Clerk II	1	(25)	1,440.00
Storekeeper I	1	(23)	1,440.00

¹ Salary data exclude portions of salaries paid by provinces.

Clerk I	2	(23)	2,880.00
Nursing Attendant	1	(20)	1,440.00
Light Equipment Operator	3	(20)	4,320.00
Clerical Aide	2	(18)	2,880.00
Medical Laboratory Aide	<u>12</u>	(18)	<u>17,280.00</u>
Social Hygiene—Total	<u>62</u>		<u>₱121,080.00</u>

Project 4: Malaria Eradication Services

Chief Research Malariologist	1	(48)	₱6,000.00
Chief Field Malariologist	1	(48)	6,000.00
Regional Malariologist	3	(44)	14,100.00
Malaria Control Center Head	17	(41)	66,360.00
Research Malariologist	1	(41)	₱2,940.00
Sanitary Engineer	10	(39)	38,400.00
Research Entomologist	12	(39)	33,900.00
Analytical Chemist	2	(34)	4,380.00
Architect I	1	(33)	3,300.00
Scientific Illustrator	2	(31)	3,360.00
Malaria Control Supervisor	1	(30)	2,580.00
Microphotographer	1	(30)	1,440.00
Carpenter Foreman	1	(30)	2,400.00
Illustrator II	1	(27)	1,440.00
Senior Clerk	1	(27)	1,800.00
Assistant Buyer	1	(26)	1,560.00
Clerk II	7	(25)	11,880.00
Stenographer	3	(25)	4,320.00
Malaria Laboratory Technician	47	(24)	80,280.00
Automotive Mechanic II	1	(24)	2,280.00
Malaria Control Foreman	10	(24)	18,720.00
Carpenter	1	(23)	1,560.00
Heavy Equipment Operator	8	(23)	12,120.00
Clerk I	11	(23)	15,960.00
Mechanical Plant Operator II	1	(23)	1,440.00
Storekeeper I	1	(23)	1,440.00
Malaria Field Technician	55	(22)	85,560.00
Security Guard	1	(22)	1,560.00
Supervising Malaria Sprayman	6	(21)	9,840.00
Light Equipment Operator II	10	(20)	14,760.00
Toolkeeper	1	(18)	1,440.00
Clerical Aide	2	(18)	2,880.00
Carpenter Helper	1	(18)	1,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
Malaria Control—Total	<u>223</u>		<u>₱458,880.00</u>

Project 5: Tuberculosis Control Services

Chest Centers

Medical Specialist I	34	(46)	₱109,560.00
Tuberculosis Field Supervisor	1	(44)	4,500.00
Senior Clinic Physician	22	(42)	61,980.00
Bacteriologist	1	(34)	2,580.00
Public Health Nurse	29	(32)	₱69,600.00
Senior Medical Technician	3	(29)	5,160.00
Senior X-Ray Technician	9	(27)	16,200.00
Medical Technician	12	(27)	18,240.00
X-Ray Technician	23	(25)	35,520.00
Clerk I	24	(23)	35,040.00
Animal Caretaker	1	(15)	1,440.00
Janitor	<u>1</u>	(14)	<u>1,440.00</u>
	<u>160</u>		<u>₱361,260.00</u>

BCG Immunization and Prevention

Senior Clinic Physician	34	(42)	₱106,440.00
Public Health Nurse	68	(32)	159,960.00
Clerical-Driver	39	(23)	59,880.00
Clerical Aide	<u>8</u>	(18)	<u>12,960.00</u>
	<u>149</u>		<u>₱339,240.00</u>

Mobile Tuberculosis Clinics

Class title	Number	Salary range	Amount
Medical Specialist I	6	(46)	₱25,620.00
Public Health Nurse	12	(32)	28,800.00
Medical Technician	6	(27)	9,360.00
X-Ray Technician	6	(25)	9,360.00
Clerk-Driver	6	(23)	9,600.00
Medical Laboratory Aide	<u>6</u>	(18)	<u>8,640.00</u>
	<u>42</u>		<u>₱91,380.00</u>

Rest Settlements

Medical Specialist I	1	(46)	₱4,800.00
Administrative Assistant I	1	(35)	3,600.00
Occupational Therapist	1	(32)	3,120.00
Nurse	2	(28)	4,800.00
Social Worker	1	(28)	2,400.00
Nursery Farm Foreman	1	(24)	1,440.00
Clerk I	2	(23)	2,880.00
Light Equipment Operator II	2	(20)	3,360.00
Nursing Attendant	2	(20)	2,880.00
Nursery Farm Aide	<u>11</u>	(18)	<u>15,840.00</u>

	<u>24</u>	<u>₱45,120.00</u>
Tuberculosis Control—Total	<u>375</u>	<u>₱837,000.00</u>

Project 6: *Environmental Sanitation*

Epidemiologist	1	(42)	₱2,400.00
Industrial Hygienist	1	(42)	2,760.00
Assistant Chief Food Inspector	1	(42)	2,400.00
Sanitary Engineer	27	(39)	102,720.00
Supervising Drug Inspector	1	(37)	2,400.00
Analytical Chemist	2	(34)	6,480.00
Bacteriologist	2	(34)	5,700.00
Drug Inspector	2	(33)	4,800.00
Public Health Nurse	4	(32)	7,200.00
Civil Engineer Draftsman	3	(30)	5,400.00
Rodent Zone Inspector	1	(28)	1,440.00
Senior Stenographer	2	(27)	4,080.00
Medical Technician	1	(27)	1,440.00
Senior Food Inspector	1	(26)	1,440.00
Senior Industrial Sanitation Inspector	2	(26)	3,240.00
Stenographer	3	(25)	5,160.00
Clerk II	7	(25)	10,800.00
Bacteriology Laboratory Technician	3	(24)	6,960.00
Chemical Laboratory Technician	1	(24)	1,800.00
Food Inspector	5	(23)	7,200.00
Industrial Sanitation Inspector	4	(23)	5,760.00
Clerk I	3	(23)	4,320.00
Light Equipment Operator II	4	(20)	6,240.00
Clerical Aide	4	(18)	5,760.00
Water Sample Collector	1	(16)	1,440.00
Laborer	1	(14)	1,440.00
Janitor	<u>2</u>	(14)	<u>2,880.00</u>
Environmental Sanitation—Total	<u>89</u>		<u>₱213,660.00</u>

PROGRAM V: SANITARIA SERVICES

Project 1: *Sanitaria and Skin Clinics*

Chief of Hospital IV	2	(54)	₱12,000.00
Chief of Hospital III	1	(51)	5,400.00
Medical Specialist II	1	(49)	6,000.00
Chief of Hospital II	1	(49)	5,400.00
Chief of Hospital I	4	(46)	21,000.00
Supervising Resident Physician	1	(46)	5,400.00
Medical Specialist I	14	(46)	53,520.00
Senior Resident Physician I	7	(44)	31,260.00
Administrative Assistant I	6	(35)	9,840.00
Dentist I	1	(34)	2,400.00
Supervising Nurse	2	(34)	₱3,720.00

Class title	Number	Salary range	Amount
Senior Pharmacist	2	(33)	4,980.00
Food Services Supervisor I	2	(32)	4,800.00
Senior Nurse	14	(32)	23,520.00
Operating Room Nurse	2	(32)	3,360.00
Public Health Nurse	6	(32)	11,630.00
Chaplain	3	(32)	6,240.00
Pharmacist	3	(31)	6,040.00
Senior Medical Technician	3	(29)	5,400.00
Disbursing Officer	3	(29)	4,440.00
Social Worker	1	(28)	2,940.00
Nurse	14	(28)	24,060.00
Motor Pool Manager	1	(28)	1,440.00
Auditing Aide	2	(28)	2,880.00
Building Maintenance Foreman I	2	(27)	2,880.00
Supervising Cook	1	(27)	1,440.00
Medical Technician	16	(27)	26,780.00
Senior Stenographer	1	(27)	1,800.00
Storekeeper II	1	(27)	1,440.00
Senior Mechanic	1	(26)	1,440.00
Rural Sanitation Inspector	1	(26)	1,440.00
Nursery Farm Supervisor	1	(26)	1,800.00
Senior Carpenter	1	(25)	1,440.00
Stenographer	1	(25)	1,440.00
Clerk II	9	(25)	13,860.00
Marine Engineman	2	(25)	2,880.00
Senior Security Guard	1	(24)	1,440.00
Shop Electrician	3	(24)	4,320.00
Chemical Laboratory Technician	2	(24)	2,880.00
Heavy Equipment Operator	2	(23)	1,440.00
Blacksmith	1	(23)	1,440.00
Carpenter	13	(23)	18,720.00
Clerk I	14	(23)	20,160.00
Clerk-Driver	10	(23)	14,880.00
Mechanical Plant Operator II	3	(23)	4,320.00
Plumber	1	(23)	1,440.00
Storekeeper I	2	(23)	2,880.00
Telecommunications Lineman	2	(23)	2,880.00
Telephone Operator	3	(23)	4,320.00
Security Guard	25	(22)	36,720.00
Tinsmith	1	(22)	1,440.00
Plan Propagator	1	(21)	1,440.00
Cook II	3	(21)	4,320.00
Mechanical Plant Operator I	2	(21)	2,880.00
Religious Sister	12	(21)	17,280.00
Public Health Nurse	3	(32)	₱7,200

Class title	Number	Salary range	Amount
Launch Engineer	5	(32)	11,300.00
Launch Patron	5	(32)	12,120.00
Pharmacist	1	(31)	1,800.00
Disbursing Officer	1	(29)	2,760.00
Rodent Zone Inspector	1	(28)	2,580.00
Nurse	2	(28)	3,360.00
Building Maintenance Foreman I	1	(27)	1,440.00
Senior Clerk	1	(27)	1,440.00
Illustrator II	1	(27)	1,800.00
Medical Technician	2	(27)	4,080.00
Senior Telegraph Operator	1	(27)	2,040.00
Quarantine Inspector	2	(26)	2,880.00
Marine Engineman	5	(25)	7,200.00
Quarter Master	6	(25)	8,640.00
Stenographer	1	(25)	1,440.00
Clerk II	1	(25)	1,440.00
Fumigator Foreman	1	(24)	2,580.00
Storekeeper I	1	(23)	2,280.00
Carpenter	2	(23)	3,480.00
Clerk I	4	(23)	7,440.00
Malaria Field Technician	1	(22)	2,160.00
Marine Engine Oiler	5	(22)	7,200.00
Security Guard	4	(22)	6,480.00
Seaman	24	(21)	34,560.00
Light Equipment Operator II	4	(20)	7,200.00
Nursing Attendant	2	(20)	2,880.00
Rodent Control Foreman	4	(19)	8,760.00
Clerical Aide	5	(18)	7,200.00
Store Aide	1	(18)	1,440.00
Fumigator	8	(17)	14,760.00
Rodent Control Operator	42	(14)	74,480.00
Malaria Sprayman	12	(14)	17,280.00
Groundsman-Gardener	1	(14)	1,440.00
Janitor	5	(14)	7,200.00
Laborer	2	(14)	2,880.00
Quarantine Services—Total	189		<u>₱360,400.00</u>

PROGRAM VII: HOSPITAL SERVICES

Project 1: *General Hospitals*

Chief of Hospital IV	1	(54)	₱6,000.00
Chief of Hospital III	1	(51)	4,800.00
Chief of Clinics	1	(51)	3,600.00
Medical Specialist III	1	(51)	2,940.00
Chief of Hospital II	5	(49)	23,220.00
Hospital Department Head	8	(49)	21,460.00

Class title	Number	Salary range	Amount
Chief of Hospital I	12	(46)	46,200.00
Supervising Resident Physician	8	(46)	30,760.00
Medical Specialist I	16	(46)	41,400.00
Chief Nurse III	3	(45)	9,900.00
Principal, School of Nursing	4	(45)	11,400.00
Senior Resident Physician	24	(44)	75,720.00
Assistant Chief Nurse III	1	(43)	2,940.00
Assistant Principal, School of Nursing	1	(43)	2,940.00
Chief Nurse II	1	(43)	2,940.00
Resident Physician	129	(42)	346,760.00
Administrative Officer I	1	(41)	2,940.00
Chief Nurse I	1	(41)	2,940.00
Administrative Assistant III	5	(39)	13,020.00
Supervising Operating Room Nurse	2	(38)	4,860.00
Administrative Assistant II	13	(37)	27,420.00
Senior Dentist	1	(37)	2,400.00
Food Services Supervisor II	1	(83)	2,940.00
Dentist I	22	(34)	52,800.00
Senior Operating Room Nurse	2	(34)	4,260.00
Supervising Nurse	37	(34)	81,060.00
Nurse Instructor II	1	(34)	1,680.00
Senior Medical Social Worker	1	(34)	2,400.00
Senior Pharmacist	2	(33)	4,800.00
Operating Room Nurse	18	(32)	31,620.00
Senior Nurse	85	(32)	159,960.00
Nurse Instructor I	1	(32)	1,680.00
Food Service Supervisor I	18	(32)	41,580.00
Assistant Food Service Supervisor II	2	(32)	4,260.00
Pharmacist	22	(31)	51,840.00
Mechanical Plant Supervisor	4	(31)	9,660.00
Bookkeeper	1	(30)	2,280.00
Senior Medical Technician	1	(29)	1,440.00
Senior Storekeeper	3	(29)	5,880.00
Building Maintenance Foreman II	1	(29)	1,560.00
Disbursing Officer	13	(29)	25,260.00
Nurse	263	(28)	443,640.00
Social Worker	3	(28)	₱6,240.00
Assistant Food Service Supervisor I	2	(27)	3,360.00
Senior Clerk	4	(27)	6,840.00
Medical Technician	25	(27)	39,000.00
Librarian	1	(27)	1,680.00
Dormitory Manager I	1	(27)	1,680.00
Chief Laundry Worker	2	(27)	4,560.00
Supervising Cook	1	(27)	1,440.00
Assistant Buyer	1	(26)	1,920.00

Class title	Number	Salary range	Amount
Clerk II	15	(25)	22,080.00
Stenographer	4	(25)	6,600.00
Personnel Aide	1	(25)	1,140.00
Statistical Aide	1	(25)	1,440.00
X-Ray Technician	20	(25)	33,560.00
Senior Carpenter	1	(25)	1,440.00
Head Janitor	1	(24)	1,440.00
Labor Foreman	1	(24)	1,440.00
Clerk I	45	(23)	52,560.00
Cash Clerk	2	(23)	3,240.00
Accounting Clerk I	2	(23)	3,240.00
Storekeeper I	7	(23)	10,920.00
Carpenter	7	(23)	10,200.00
Field Electrician	2	(23)	2,880.00
Painter	1	(23)	1,440.00
Plumber	3	(23)	4,440.00
Security Guard	20	(22)	28,800.00
Machinist I	1	(22)	1,560.00
Mechanic I	6	(22)	9,000.00
Cook II	29	(21)	42,240.00
Mechanical Plant Operator I	1	(21)	1,440.00
Building Maintenceman	13	(21)	18,840.00
Telephone Operator	4	(21)	5,760.00
Tailor	2	(21)	2,880.00
Dental Aide	4	(20)	5,760.00
Nursing Attendant	227	(20)	326,880.00
Light Equipment Operator II	31	(20)	45,720.00
Senior Groundsman (Gardener)	1	(19)	1,440.00
Pharmacy Aide	4	(18)	6,240.00
Clerical Aide	13	(18)	18,960.00
Medical Laboratory Aide	4	(18)	5,760.00
Store Aide	1	(18)	1,440.00
Cook I	6	(18)	8,640.00
Carpenter Helper	1	(18)	1,440.00
Seamstress	8	(16)	11,520.00
Autopsy Attendant	1	(16)	1,440.00
Institution Worker	144	(14)	204,000.00
Janitor	9	(14)	₱12,960.00
Laundry Worker	38	(14)	54,720.00
Food Server	22	(14)	31,680.00
Kitchen Helper	28	(14)	40,320.00
Groundsman-Gardener	16	(14)	23,040.00
Laborer	5	(14)	7,200.00
General Hospitals—Total	<u>1,529</u>		<u>₱2,761,920.00</u>

Class title	Number	Salary range	Amount
<i>Project 2: Special Hospitals</i>			
Chief of Hospital IV	4	(54)	23,400.00
Chief of Hospital III	1	(51)	6,000.00
Chief of Clinics	3	(51)	15,600.00
Medical Specialist III	1	(51)	6,000.00
Hospital Department Head	3	(49)	8,480.00
Medical Specialist II	3	(49)	13,560.00
Supervising Resident Physician	4	(46)	16,700.00
Medical Specialist I	33	(46)	108,600.00
Administrative Officer II	4	(45)	13,020.00
Chief Nurse III	5	(45)	14,700.00
Senior Resident Physician	18	(44)	63,480.00
Assistant Chief Nurse III	3	(43)	7,740.00
Principal, School of Midwifery	1	(43)	2,940.00
Resident Physician	74	(42)	228,000.00
Administrative Officer I	1	(41)	2,760.00
Chief Nurse I	1	(41)	2,940.00
Clinic Physician	3	(40)	7,920.00
Supervising Operatiny Room Nurse	2	(38)	5,340.00
Supervising Nurse Instructor	1	(38)	2,400.00
Administrative Assistant II	3	(37)	8,460.00
Senior Dentist	3	(37)	7,380.00
Senior Guidance Psychologist	1	(37)	2,580.00
Dentist II	1	(37)	1,800.00
Food Services Supervisor II	4	(37)	10,680.00
Physical Therapy Supervisor	3	(36)	6,240.00
Occupational Therapy Supervisor	4	(36)	8,280.00
Machine Shop Foreman I	1	(35)	2,160.00
Guidance Psychologist	5	(34)	10,680.00
Biologist Chemist	2	(34)	4,800.00
Dentist I	11	(34)	25,404.00
Nurse-Anaesthetist	3	(34)	6,660.00
Senior Operating Room Nurse	3	(34)	7,740.00
Supervising Nurse	57	(34)	128,580.00
Nurse Instructor II	1	(34)	2,040.00
Senior Medical Social Worker	1	(34)	1,680.00
Senior Pharmacist	4	(33)	9,600.00
Music Director	1	(33)	1,440.00
Dormitory Manager II	3	(33)	6,000.00
Operating Room Nurse	12	(32)	25,380.00
Senior Nurse	202	(32)	396,900.00
Nurse Instructor I	9	(32)	16,080.00
Senior Midwife	1	(32)	1,440.00
Food Service Supervisor I	2	(32)	5,160.00

Class title	Number	Salary range	Amount
Assistant Food Service Supervisor II	8	(32)	17,700.00
Medical Social Worker	7	(32)	11,640.00
Security Officer I	1	(32)	1,440.00
Pharmacist	16	(31)	34,560.00
Mechanical Plant Supervisor	1	(31)	2,580.00
Supervising Clerk I	1	(30)	1,800.00
Bookkeeper	2	(30)	4,500.00
Microphotographer	1	(30)	1,800.00
Senior Medical Technician	4	(29)	6,360.00
Senior Storekeeper	5	(29)	8,640.00
Building Maintenance Foreman II	1	(29)	1,440.00
Disbursing Officer	4	(29)	7,560.00
Nurse	196	(28)	330,720.00
Midwife II	4	(28)	5,760.00
Motor Pool Manager	1	(28)	1,440.00
Assistant Food Service Supervisor I	6	(27)	15,480.00
Senior Clerk	2	(27)	3,240.00
Senior Stenographer	3	(27)	4,680.00
Elementary School Teacher	1	(27)	2,400.00
Medical Technician	15	(27)	21,840.00
Legal Aide I	1	(27)	2,040.00
Dormitory Manager I	2	(27)	3,720.00
Photographer	1	(27)	1,440.00
Building Maintenance Foreman I	2	(27)	4,380.00
Senior Mechanic	1	(27)	1,440.00
Supervising Security Guard	4	(27)	5,760.00
Chief Laundry Worker	3	(27)	5,400.00
Supervising Cook	5	(27)	7,680.00
Midwife I	32	(26)	46,080.00
Senior Automotive Mechanic	1	(26)	1,440.00
Assistant Buyer	1	(26)	1,440.00
Clerk II	21	(25)	30,480.00
Subsidiary Ledger Clerk	1	(25)	1,440.00
Stenographer	2	(25)	2,880.00
Personal Aide	1	(25)	1,440.00
Physical Therapy Technician	4	(25)	6,240.00
X-Ray Technician	9	(25)	12,160.00
Senior Limb and Brace Maker	1	(25)	1,800.00
Occupational Therapy Technician	40	(25)	60,120.00
Senior Carpenter	2	(25)	3,840.00
Bacteriology Laboratory Technician	1	(24)	₱1,440.00
Senior Security Guard	5	(24)	7,200.00
Automotive Mechanic II	2	(24)	2,880.00
Head Janitor	1	(24)	1,440.00
Supervising Groundsman - Gardener	1	(24)	1,440.00

Class title	Number	Salary range	Amount
Welder II	1	(23)	2,040.00
Clerk I	48	(23)	82,320.00
Cash Clerk	2	(23)	2,880.00
Storekeeper I	8	(23)	11,880.00
Blacksmith	2	(23)	3,480.00
Carpenter	15	(23)	21,720.00
Field Electrician	7	(23)	10,500.00
Limb and Brace Maker	5	(23)	7,440.00
Mason	4	(23)	5,880.00
Musician	4	(23)	5,760.00
Painter	6	(23)	8,640.00
Plumber	6	(23)	8,640.00
Telecommunication Lineman	2	(23)	2,880.00
Security Guard	61	(22)	88,920.00
Mechanic I	7	(22)	11,340.00
Tinsmith	1	(22)	1,440.00
Cook II	17	(21)	24,480.00
Mechanical Plant Operator I	2	(21)	2,880.00
Building Maintenceman	2	(21)	2,880.00
Telephone Operator	8	(21)	11,520.00
Tailor	9	(21)	12,960.00
Barber	9	(21)	12,960.00
Dental Aide	5	(20)	7,200.00
Nursing Attendant	525	(20)	756,000.00
Light Equipment Operator II	33	(20)	47,160.00
Pharmacy Aide	4	(18)	5,760.00
Clerical Aide	34	(18)	48,240.00
Medical Laboratory Aide	7	(18)	10,080.00
Store Aide	2	(18)	2,880.00
Cook I	12	(18)	17,640.00
Butcher	4	(18)	5,760.00
Mechanic Helper	2	(18)	3,120.00
Carpenter Helper	6	(18)	8,640.00
Plumber Helper	1	(18)	1,440.00
Nurse Maid	2	(17)	2,880.00
Seamstress	11	(16)	15,840.00
Autopsy Attendant	5	(16)	7,200.00
Quarryman	2	(16)	2,880.00
Animal Caretaker	1	(15)	1,440.00
Institution Worker	93	(14)	135,360.00
Janitor	12	(14)	17,280.00
Laundry Worker	19	(14)	27,360.00
Food Server	45	(14)	64,800.00
Kitchen Helper	49	(14)	71,040.00
Groundsman-Gardener	35	(14)	50,400.00

Class title	Number	Salary range	Amount
Laborer	25	(14)	35,280.00
Elevator Operator	<u>2</u>	(14)	<u>2,880.00</u>
Special Hospital—Total	<u>2,087</u>		<u>₱3,639,980.00</u>

Class title	Number	Salary range	Amount
Project 3: <i>Schools of Nursing</i>			
Nurse Instructor II	2	(34)	₱4,560.00
Nurse Instructor I	15	(27)	26,520.00
Dormitory Manager I	1	(27)	2,280.00
Clerk II	1	(25)	1,440.00
Clerk I	2	(23)	3,240.00
Clerical Aide	1	(18)	1,440.00
Institution Worker	5	(14)	7,200.00
Janitor	<u>2</u>	(14)	<u>2,880.00</u>
School of Nursing—Total	<u>29</u>		<u>₱49,560.00</u>

Project 4: *School of Midwifery*

Medical Specialist I	1	(46)	₱3,720.00
Resident Physician	6	(42)	16,560.00
Clinic Physician	1	(40)	2,400.00
Assistant Food Service Supervisor II	1	(32)	2,400.00
Pharmacist	1	(31)	2,400.00
Supervising Clerk I	1	(30)	2,400.00
Nurse	16	(28)	26,880.00
Librarian	1	(27)	1,440.00
Midwife I	12	(26)	17,280.00
X-Ray Technician	1	(25)	1,800.00
Clerk I	1	(23)	1,440.00
Security Guard	3	(22)	4,320.00
Automotive Mechanic I	1	(22)	1,440.00
Cook II	1	(21)	1,440.00
Building Maintenceman	1	(21)	1,440.00
Light Equipment Operator II	1	(20)	1,440.00
Clerical Aide	3	(18)	4,320.00
Institution Worker	16	(14)	23,040.00
Janitor	2	(14)	2,880.00
Food Server	3	(14)	4,320.00
Kitchen Helper	1	(14)	1,440.00
Groundsman-Gardener	3	(14)	4,320.00
Laborer	<u>1</u>	(14)	<u>1,440.00</u>
School of Midwifery—Total	<u>78</u>		<u>₱130,560.00</u>
GRAND TOTALS—DEPARTMENT OF HEALTH	<u>11,148</u>		<u>₱20,460,970</u>

TEMPORARY AND EMERGENCY HELP

Temporary and Emergency Help			₱882,756.00
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SEC. 66. The personnel structure of the Department for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven shall conform to the Staffing pattern provided in these Implementing Details.

SEC. 67. Except where the law provides otherwise, all appointments to positions authorized in the Staffing Pattern shall be subject to the requirements of the civil service and other personnel laws, rules, and regulations: *Provided*, That all personnel in the present staff who meet such requirements shall be employed before consideration is given to the employment of the persons, subject to the approval of the Government Survey and Reorganization Commission and the President.

DELEGATION OF AUTHORITY

SEC. 68. Any delegation of authority required or authorized by these Implementing Details shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; shall define the extent to which each delegate will be held responsible for results; and shall vest each delegate with sufficient authority to enable him to discharge his assigned responsibility. Such delegations, where specifically provided by these Implementing Details, shall be within the limits of the provisions of these Implementing Details: *Provided*, That nothing in this Section shall be construed to prevent other delegations.

PARTIAL INVALIDITY

SEC. 69. If any provision of these Implementing Details should be held invalid, the other provisions shall not be affected thereby.

TIMING OF ADMINISTRATIVE ACTIONS

SEC. 70. The Secretary shall direct the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and by these Implementing Details within sixty days from the effective date of the Implementing Details. In the interim, each entity shall continue to perform its existing functions until such time as the appropriate authority orders change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as the Secretary orders otherwise.

Done in the City of Manila, this 20th day of February, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

JUAN C. PAJO

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(6), 1681-1733.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 289

**CREATING A NATIONAL COMMITTEE ON FOOD PRODUCTION TO FOSTER AND EFFECT
COORDINATION AND INTEGRATION OF ACTIVITIES OF ALL BUREAUS, OFFICES, AND
GOVERNMENT AGENCIES IN THE IMPLEMENTATION OF THE FOOD PRODUCTION
CAMPAIGN**

In order to mobilize the resources of all agencies of government, foster and effect coordination and integration of their activities, and encourage the participation of the people in the food production campaign, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

1. There is hereby created a National Committee on Food Production which shall be composed of the directors, heads, or chiefs of the following:

Bureau of Agricultural Extension
Bureau of Animal Industry
Bureau of Plant Industry
Bureau of Lands
Bureau of Forestry
Bureau of Soils
Bureau of Public Schools
Bureau of Private Schools
Bureau of Health
Irrigation Service Unit (Department of Public Works and Communications)
Bureau of Public Highways
Bureau of Public Works
National Waterworks and Sewerage Authority
Provincial and Municipal Finance Division (Department of Finance)
Social Welfare Administration
Agricultural Credit and Cooperatives Financing Administration
Agricultural Tenancy Commission
Cooperatives Administration Office
Philippine Coconut Administration
National Rice and Corn Corporation
Presidential Assistant on Community Development National Marketing Corporation

The Committee may, by a majority vote of all its members, include from time to time as additional members such representatives of other offices or government agencies as it may determine. It shall also include as members three private citizens actively engaged in promoting food production who shall be chosen by a majority of all the members.

2. The Committee shall have the following duties and functions:

a. To implement the intensified food production campaign and foster and effect coordination and integration of the activities of all agencies and offices concerned with food production in order to achieve maximum results, avoid duplication, and foster active participation;

b. To carry out a Grants-in-Aid program to stimulate participation of barrio citizens in food production and promote teamwork among government agencies;

c. To recommend to the President for such awards as the President may approve individuals who have distinguished themselves in the promotion of teamwork for food production or in any activity tending to promote the success thereof; and

d. To submit to the President such report and appropriate recommendations for improvement of governmental services to rural areas and measures as may insure the success of the food production campaign.

3. The Committee shall have a Management Group to be composed of a chairman and three members who shall be elected by a majority of the members of the Committee. This group is hereby authorized to issue for and in behalf of the President such directives, circulars, and memoranda as the Group may find necessary to carry out the functions of the Committee. It is also authorized to recommend to department heads, bureau chiefs, and chiefs of offices any action or policy which it may deem necessary to carry out effectively the functions of the Committee, particularly towards coordinating efforts directed towards increased food production, furnishing the President with a copy of such recommendation and a report on action taken.

4. The members of the Committee are enjoined to attend the meetings in person, and when they possibly cannot do so, they may send a competent and responsible representative who shall be fully empowered to act for and on behalf of the member concerned.

5. The Committee shall meet at the call of the chairman of the Management Group and for the purpose of discharging its functions it may create such sub-committees as may be necessary and adopt such rules and regulations as may be required to carry out this Order.

6. This Order hereby revokes any other Executive Order, administrative rule, or regulation on food production which may be inconsistent herewith.

Done in the City of Manila, this 10th day of March, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(5), 1297-1298.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 290

PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLANS NOS.
4-A, 5-A, 7-A, 8-A, and 9-A RELATIVE TO ADMINISTRATIVE SERVICES

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plans Nos. 4-A, 5-A, 7-A, 8-A, and 9-A which relate to Administrative Services, are hereby promulgated to govern the organization, powers, duties, and functions of the Department of General Services:

ORGANIZATION OF THE DEPARTMENT OF GENERAL SERVICES

SECTION 1. The organization, functions, and operations of the Department of General Services, hereinafter referred to as the “Department”, shall be in accordance with the provisions of Reorganization Plans Nos. 4-A, 5-A, 7-A, 8-A, and 9-A, hereinafter referred to as the Plans, and these Implementing Details.

SEC. 2. The organization of the Department as graphically depicted in the following organization charts, shall consist of the Office of the Secretary, Administrative Division, Fiscal Division, Legal Division, Bureau of Supply Coordination, Bureau of Building and Real Property Management, Bureau of Records Management, Bureau of Printing, and National Media Production Center.

SEC. 3. Quarters for the offices of the Department and its entities shall be selected by the Secretary of the Department.

SEC. 4. The Secretary of the Department of General Services, hereinafter referred to as the “Secretary,” is authorized to make such changes in organization, definition of functions, and distribution of work among entities in the Department as may be necessary to reflect changes in legislation, conditions, needs, or workloads: *Provided*, That no such changes may be made during fiscal year 1957 without specific approval of the President: *And provided, further*, That any such changes must be in conformity with the general pattern of organization set forth in the Plans and these Implementing Details.

FUNCTIONAL STATEMENTS OF THE DEPARTMENT
OF GENERAL SERVICES

Functions of the Office of the Secretary

SEC. 5. The functions, powers, duties, and responsibilities of the Secretary and the Undersecretary of the Department of General Services shall consist of those provided in pertinent provisions of the

Revised Administrative Code and other pertinent laws, and those provided in the Plans and in these Implementing Details.

a. The Secretary shall have the following functions, among others:

(1) advise the President on the formulation and execution of policies concerning the performance of common administrative services in the various entities of the government;

(2) administer, coordinate, and direct the assignment, regulation, and performance of the functions related to maintenance, custody, and utilization of buildings and real property; procurement, issuance, and utilization of supplies, materials, and equipment; management of government records and documents; and printing and media production services;

(3) promulgate rules and regulations necessary to carry out policy objectives and functions vested in him by law;

(4) delegate authority for the performance of any function or set of functions to officers and employees under his direction; and

(5) direct and provide for the over-all operation of the Department.

b. The Undersecretary shall have the following functions, among others;

(1) serve as deputy to the Secretary in all matters;

(2) administer the Department's day-to-day activities, coordinate its programs and projects, and be responsible for the efficient and economical operations of the Department;

(3) advise and assist the Secretary in the formulation, determination, and implementation of the Department policies; and

(4) act as the Secretary in his absence, or if the Office is vacant.

Functions of the Administrative Division

SEC. 6. The Administrative Division shall be responsible for providing the Department with services relating to property and records management, requisitioning supplies and equipment, personnel management; improvement of organization and methods; statistical analysis; and building office services. This Division shall have a Correspondence and Records Section, a Property and Supply Section, a Statistical Section, a Personnel Section, an Organization and Methods Section and a General Services Section, with corresponding duties and responsibilities as follow:

a. The Correspondence and Records Section shall have the following functions, among others:

(1) receive and distribute incoming and outgoing correspondence;

(2) file and maintain necessary records and documents of the Department; and

(3) provide policy guidance and operating advice on the creation, maintenance, transfer, and retirement of records in accordance with standards set by the Bureau of Records Management.

b. The Property and Supply Section shall have the following functions, among others:

(1) be responsible for receiving, storing, safekeeping and distributing supplies, materials, and equipment of the Department;

(2) conduct inventories of departmental properties, supplies, and equipment;

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- (3) maintain property records of the Department;
 - (4) report the loss of properties, supplies, and equipment and initiate recovery actions;
 - (5) process requisitions for supplies, materials, and equipment; and
 - (6) provide policy guidance and operating advice on the storage of supplies, materials, and equipment.

c. The Statistical Section shall have the following functions, among others:

- (1) compile and analyze statistics and data on the Department's operations to serve as a basis for management decisions;
- (2) publish statistics and data on the effectiveness of the Department's operation for public relations purposes;
- (3) provide policy guidance and operating advice on the collection and analysis of statistical data; and
- (4) carry out such research and surveys as may be necessary to develop policies and practices for the various entities of the Department.

d. The Personnel Section shall have the following functions, among others:

- (1) establish and manage, subject to existing civil service and other personnel laws, rules, and regulations a personnel program which includes preparation of position descriptions and qualification standards for purposes of selective recruitment, appointment, and promotion;
- (2) act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and efficiency records;
- (3) plan, formulate, develop, and conduct training programs of the Department in conjunction with other government entities concerned with training;
- (4) conduct investigations or review papers on administrative charges against employees of the Department as directed;
- (5) provide policy guidance and operating advice on personnel matters; and
- (6) provide medical services pursuant to the provisions of Republic Act No. 1054.

e. The Organization and Methods Section shall have the following functions, among others:

- (1) conduct studies and make recommendations on organizational structure, accountability patterns, and staffing patterns;
 - (2) provide technical advice on work processes, standardization of forms, and work simplification;
 - (3) establish standards and criteria on operational procedures, methods and techniques and on management controls;
 - (4) assist in the implementation of approved management improvement programs; and
 - (5) maintain liaison with, and receive advice and assistance from entities concerned with organization and methods improvement.
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f. The General Services Section shall have the following functions, among others:

- (1) provide and coordinate security guarding services for the Department, which include the prevention of theft, fire, damage, accident, unlawful entry, and similar hazards on buildings and other properties, and the routinary watching and guarding of the premises;
- (2) provide and coordinate janitorial and general utility services for the Department which include cleaning the offices, toilets and closets, buildings and grounds; keeping office equipment and furniture clean and orderly; collecting and disposing of waste; and related activities;
- (3) provide and coordinate messenger services; and
- (4) manage the transportation facilities of the Department.

Functions of the Fiscal Division

SEC. 7. The Fiscal Division shall be responsible for the functions of the Department relating to budgeting and handling of cash. This Division shall have a budgeting Section and a Collecting and Disbursing Section, with corresponding duties and responsibilities as follows:

a. The Budgeting Section shall have the following functions, among others:

- (1) prepare, review, consolidate, and submit budget estimates and budget justifications of the Department;
- (2) review and control expenditures of budgeted funds for the Department;
- (3) advise management and prepare management control reports on the status of appropriations and allotments, income, and work accomplished; and
- (4) coordinate financial planning with the program planning activities of the Department.

b. The Collecting and Disbursing Section shall have the following functions, among others:

- (1) prepare bills and statements of accounts receivable and solicit payments;
- (2) receive, collect, and deposit cash;
- (3) prepare and process vouchers and warrants for payment of the Department's obligations;
- (4) prepare payrolls for all entities of the Department;
- (5) pay approved vouchers and salaries and wages;
- (6) sell textbooks and public documents; and
- (7) prepare reports on cash collection, deposits, and disbursements.

Functions of the Legal Division

SEC. 8. The Legal Division shall provide legal services and advice to the Secretary and the entities of the Department.

a. This Division shall have the following duties, responsibilities, and functions, among others:

- (1) interpret statutes, laws, rules, and regulations affecting the operation of the Department and interpret provisions of contracts covering work performed for the Department by private entities;

(2) assist in the promulgation of rules and regulations governing the activities of the Department;

(3) prepare comments on proposed legislation referred to the Department by the President or by the Congress; study and analyze legislative proposals originating from the various entities of the Department; prepare bills for introduction to Congress; and maintain liaison with Congress regarding legislation affecting the Department; and

(4) assist the Solicitor General in representing the Department in court and conduct necessary research related thereto.

Functions of the Bureau of Supply Coordination

SEC. 9. The Bureau of Supply Coordination, hereinafter referred to under this title as the “Bureau,” shall be primarily responsible for the administration of the supply system of the government. The Bureau shall coordinate, perform, or assign to other entities the performance of the supply activities relating to purchasing, storage, standardization, delivery, and property utilization and disposition. The Bureau shall promulgate rules, regulations, and standards; formulate and initiate plans and programs; and develop and define operating procedures concerning all aspects of the supply management operation of the government.

SEC. 10. There shall be an Administrative Assistant in the Office of the Director of the Bureau who shall arrange for and coordinate administrative services provided by the Department. The Administrative Assistant shall be responsible for the preparation and processing of the Bureau’s budget proposals, personnel request, and forms and supply requisitions; the maintenance of files of necessary personnel documents, correspondence, and current operating records; and the direction and coordination of clerical, janitorial, messengerial, and guarding services.

SEC. 11. The Bureau shall have a Supply Division, a Specifications and Inspection Division, and a Property Utilization Division.

SEC. 12. The Supply Division shall plan, develop, and execute programs of the Bureau relating to the procurement, stocking, and issuance of supplies and equipment and the contracting for non-personal services. This Division shall have a Procurement Section, a Stores Section, and a Service Section, with corresponding duties and responsibilities as follows:

a. The Procurement Section shall have the following functions, among others:

(1) procure, by bidding and negotiation, supplies, materials, and equipment, including non-personal services, either from local or foreign sources;

(2) compose invitations to bid; maintain lists of prospective bidders; award and administer contracts, including alteration and adjustment of established contracts; and prepare justifications for contracts awarded at other than the lowest price and for purchasing outside of existing contracts;

(3) assist in determining the acceptability of merchandise in cases of controversy, including consideration of adequacy of price reductions;

(4) assist requisitioning offices in determining items to be ordered to fill intended use;

(5) study market trends and develop new sources of supply; and

(6) develop policies, procedures, and forms; and provide technical advice and assistance for the conduct of procurement programs in the various government entities.

b. The Stores Section shall have the following functions, among others:

- (1) receive, store, examine, issue, pack, and ship or deliver supplies, materials, and equipment, including standard government forms, textbooks, and public documents;
- (2) operate and maintain the Bureau's warehouses and develop standards and criteria for warehouse space, operational layouts, and facilities;
- (3) study agencies' inquiries and demands, and determine and maintain adequate stock-levels;
- (4) develop reports on long-supply items, inventories, stock activity, back-order position, and average cost of materials; and
- (5) provide technical advice and assistance for the conduct of stores programs in the various government entities.

c. The Service Section shall have the following functions, among others:

- (1) register incoming requisitions and route them to the Section concerned;
- (2) issue purchase orders for those items obtainable under existing contracts or those not requiring specialized commodity buying experience;
- (3) prepare, deliver, and maintain files of contracts and invitations to bid, and provide other clerical assistance as required;
- (4) open, consider, and prepare abstracts of bids;
- (5) follow-up and expedite purchase actions and deliveries; and
- (6) compile and analyze data on market trends and purchase

SEC. 13. The Specifications and Inspection Division shall plan, develop, coordinate, and execute the programs of the Bureau relating to standards, cataloging, testing, and inspection.

a. This Division shall have the following duties and responsibilities, among others:

- (1) develop and revise specifications and standards for common-use supplies, equipment and materials;
- (2) develop policies, regulations, instructions, and manuals on sampling and quality control techniques;
- (3) conduct continuous surveys to determine and analyze technological developments in supplies, equipment, and materials;
- (4) establish and maintain a central register of all government specifications for common-use items and list of qualified products for such items;
- (5) develop, publish, and distribute stock catalogs and official copies of specifications and standards;
- (6) establish and maintain a central library of manufacturers' catalogs;
- (7) develop and maintain master card files identifying items by class of commodity, stock numbers, and stock specifications; and
- (8) maintain liaison with all civil agencies and the Armed Forces of the Philippines for integrating stock numbers and cataloging of common-use items.

SEC. 14. The Property Utilization Division shall plan, develop, coordinate and execute all programs of the Bureau related to the utilization and disposal of supplies, equipment and materials

of the government. The Property Utilization Division shall have a Disposal Section and a Utilization Section, with corresponding duties and responsibilities as follows:

a. The Disposal Section shall have the following functions, among others:

- (1) sell or otherwise dispose of supplies, equipment, and materials which are obsolete, forfeited, abandoned, or surplus to the needs of the government; or recommend assignment of these functions to other government entities;
- (2) prepare, issue, and publish invitations to bid on disposable items;
- (3) receive, open, consider, and award bids for surplus property; and
- (4) appraise and establish the value of surplus supplies, equipment, and materials, and develop standards and criteria for determining their usability.

b. The Utilization Section shall have the following functions, among others:

- (1) require regular inventories of supplies and equipment in the different agencies of the government; conduct reviews and spot-checks of these inventories; and determine and establish inventory levels for property carried in stock by government entities;
- (2) devise methods for the systematic and coordinated transfer of supplies, equipment, and materials from one government agency to another, including the preparation and processing of documents required for such transactions;
- (3) conduct studies of property utilization practices in the various government entities and formulate and implement policies and procedures, including maintenance guides, to secure greater service and utility from supplies, equipment, and materials.

*Functions of the Bureau of Building and Real
Management*

SEC. 15. The Bureau of Building and Real Property Management, hereinafter referred to under this title as the "Bureau," shall perform, coordinate, or assign to other entities the performance of programs related to maintenance, repair, and custody of national buildings and the administration of real property of the National Government. The Bureau shall assign space in the national buildings, approve rental of private quarters and real property for government use, and shall serve in planning, consultative and advisory capacity on matters relating to the construction and location of new government buildings and on matters relating to building and office services.

SEC. 16. The Secretary is authorized to review building repair and maintenance programs currently undertaken by other departments and entities of the government and transfer the appropriation, equipment, property, records, and such personnel as may be necessary from these entities to the Bureau of Building and Real Property Management.

SEC. 17. There shall be an Administrative Assistant in the Office of the Director of the Bureau who shall arrange for and coordinate administrative services provided by the Department. The Administrative Assistant shall be responsible for the preparation of the Bureau's budget proposals, personnel requests, and forms and supply requisitions; the maintenance of files of current operating and property records; and the direction and coordination of clerical, janitorial, messengerial, and guarding services.

SEC. 18. The Bureau shall have a Planning and Programming Division, a Building Maintenance Division, and Real Property Management Division.

SEC. 19. The Planning and Programming Division shall operate primarily as a planning, scheduling, policy-making, consultative and advisory unit in the construction, location, and maintenance of buildings.

a. This Division shall have the following functions, among others:

(1) plan, schedule, and direct studies, surveys, and research to determine:

- (*a*) space requirements of the government;
- (*b*) needs for construction, maintenance, repair, and alteration of buildings and grounds; and
- (*c*) location of new buildings.

(2) develop criteria and standards and promulgate government-wide policies, rules, and regulations on the maintenance and repair of buildings and grounds;

(3) prepare detailed plans, sketches, work schedules, cost estimates, and specifications for building repair and alteration programs undertaken by the bureau;

(4) in conjunction with the Planning Division of the Department of Public Works, Transportation and Communications, develop long-range policies and programs and prepare sketches and cost estimates for the location and construction of national buildings;

(5) develop recommendations on transferring the seat of the National Government to Quezon City;

(6) recommend legislation and appropriations needed to facilitate the work of the Bureau and review proposed legislation, zoning laws and building ordinances affecting government buildings and real property;

(7) compile and prepare reports, progress charts, statistics, and data showing the status of the Bureau's programs and their physical and economic effect;

(8) develop recommendations on the economic feasibility of a self-insurance program for national government buildings; and

(9) develop recommendations on the establishment of regional offices of the Bureau.

SEC. 20. The Building Maintenance Division shall execute programs of the Bureau relating to maintenance and repair of national buildings.

a. This Division shall have the following functions, among others:

(1) regulate and supervise the maintenance and repair of national buildings, including all components thereof;

(2) inspect materials and workmanship on repair and alterations work done by contract;

(3) inspect buildings and grounds to determine needed repairs and assist the Planning and Programming Division in making surveys of this nature;

(4) recommend to the Planning and Programming Division standards and criteria for the maintenance and repair of national buildings; and

(5) review the building maintenance and repair program of other departments and make recommendations to the Bureau Directors concerning such programs.

SEC. 21. The Real Property Management Division shall be responsible for the custody, control, operation, and utilization of buildings and commercial, industrial, and urban properties of the national government and shall promulgate policies, rules, and regulations governing their use. This Division shall have a Property Management Section and a Building Services Section, with corresponding duties and responsibilities as follows:

a. The Property Management Section shall have the following functions, among others:

- (1) inventory, inspect, appraise, and determine the value of commercial, industrial, and urban properties owned by the government;
- (2) recommend the sale, rental, lease, or transfer of commercial, industrial, and urban properties owned by the government;
- (3) inspect, appraise, and determine the value of real property and structures on sites to be acquired for location of new government buildings;
- (4) initiate, prepare, and process the necessary documents to acquire sites for new government buildings and to transfer, rent, lease or sell commercial, industrial and urban properties owned by the government; and
- (5) set standards for, authorize, and approve terms of rental and leasing agreements to secure private-owned buildings and lands for government use.

b. The Building Services Section shall have the following functions, among others:

- (1) investigate and make recommendations on:
 - (a) space requirements of the various government entities; and
 - (b) utilization of buildings, office, and shop space owned or rented by the government;
- (2) assign quarters and space in government buildings;
- (3) develop criteria, standards, and government-wide policies and advise departments and other government entities on:
 - (a) the number of janitors required to maintain adequate standards of cleanliness and sanitary conditions;
 - (b) the number of guards and watchmen needed to insure adequate security;
 - (c) the number of messengers and telephones needed to provide adequate communications;
 - (d) the number of gardeners, groundkeepers, and laborers needed to maintain adequate standards of real property cleanliness and beauty; and
 - (e) the proper utilization of building office and shop space; and
- (4) study and make recommendations on the necessity and feasibility of establishing a central messenger service between offices in the Manila Area.

Functions of the Bureau of Records Management

SEC. 22. The Bureau of Records Management, hereinafter referred to under this title as the "Bureau," plan, develop, and coordinate government-wide programs, policies, rules, and regulations

governing the use, storage, and disposition of current operating records of permanent or historical value.

SEC. 23. There shall be an Administrative Assistant in the Office of the Director of the bureau who shall arrange for and coordinate administrative services provided by the Department. The Administrative Assistant shall prepare and process personnel papers and forms and supply requisitions; maintain files of current operating records and necessary personnel documents; direct and coordinate clerical, messengerial, janitorial, and guarding services; and assist in collecting, compiling, and preparing materials and data needed for budget proposals of the bureau.

SEC. 24. The bureau shall have a Current Records Division, an Archives Division, and a Records Storage Division: *Provided*, That the Records Storage Division shall be inoperative until its operation is deemed feasible by the Secretary.

SEC. 25. The Current Records Division shall serve primarily as a planning, regulating, policy-making, and advisory unit on matters concerning the use, storage, and disposition of operating records of government entities.

a. This Division shall have the following duties, responsibilities, and functions, among others:

(1) conduct research and studies; develop criteria, standards, and controls; and promulgate policies, rules, and regulations on the creation, storage, security, preservation, maintenance, transfer, disposition, disposal, and retirement of records of the various government entities;

(2) inspect and appraise the records of government entities; determine those records to be retired or destroyed; recommend whether a particular body of material is included within the scope of the Bureau's work; and requisition those determined transferable to the Department or to the records storage centers;

(3) direct and determine the method of disposal or destruction of records;

(4) report any loss of records in the custody of the Division and of such other entities of which it might acquire information, and initiate action to recover records lost or unlawfully removed from official custody;

(5) require reports and statistics from government entities on their records management activities and analyze these data to determine the effectiveness of the Bureau's programs;

(6) develop and initiate training programs in records management for entities concerned with records management of the various government entities;

(7) conduct studies and make recommendations on the necessity and feasibility of activating the Records Storage Division; and

(8) provide technical advice and assistance to all entities and instrumentalities of the government in matters concerning records management.

SEC. 26. The Archives Division shall store, service, and rehabilitate documents and records of permanent value and of historical interest. The Division shall have a Reference Service Section, a Spanish Documents Section, and a General Documents Section, with corresponding duties and responsibilities as follows:

a. The Reference Service Section shall have the following functions, among others:

(1) operate a reading room for the general public;

(2) answer inquiries and correspondence relating to documents and records of the Division;

(3) issue photostatic or certified true copies of documents and records in their files;

- (4) recommend fees to be charged for copies of documents and records; and
- (5) loan or assign historical materials or copies thereof to national cultural entities for the purpose of exhibition or study.

b. The Spanish Documents Section shall have the following functions, among others:

- (1) acquire, rehabilitate, service, index, catalog, and store documents and records pertaining to the period of the Spanish Government of the Philippines; and
- (2) recommend policies and programs related to the acquisition, storage, and use of these documents and records.

c. The General Documents Section shall have the following functions, among others:

- (1) receive, classify, index, catalog, and service all archives documents and records not classified as Spanish documents, such as notarial registers and registration of cattle brands, mortgages and trust deeds; and
- (3) recommend policies and programs related to the acquisition, storage, and use of these documents and records.

SEC. 27. The Records Storage Division shall establish and operate records storage centers to house documents and papers which are to be preserved for a period of time but which need not be retained by the government entities concerned.

a. This Division shall have the following functions, among others:

- (1) establish records storage centers to receive, classify, index, and service records and documents deemed unnecessary for current operating purposes of the entities concerned;
- (2) establish operating rules, regulations, and procedures governing the activities of records storage centers;
- (3) make recommendations on policies, rules, and regulations concerning the transfer or loan of documents in the custody of records storage centers; and
- (4) report any loss of records in the custody of records storage centers and initiate action to recover them.

Functions of the Bureau of Printing

SEC. 28. The functions, powers, duties, and responsibilities of the Bureau of Printing, hereinafter referred to under this title as the "Bureau," are not affected by the Plans, except that the Administration Division is abolished to accomplish the goal of centralizing administrative services in the Departments.

a. The functions of the Administrative Division are redistributed as follows:

- (1) the functions of preparing payrolls, disbursing and collecting cash, billing and collecting accounts due, and selling textbooks and public documents are transferred to the Fiscal Division of the Department;
- (2) the functions of maintaining permanent personnel records and operating the medical unit are transferred to the Administrative Division of the Department;

(3) the functions of stocking, printing, and binding raw materials and machinery spare parts; receiving subscriptions to the Official Gazette and answering related correspondence and inquiries; and delivering, shipping, and mailing completed work, including distribution of the Official Gazette, are transferred to the Layout Division of the bureau;

(4) the function of performing woodworking and carpentry work is transferred to the Power Plant Division of the Bureau; and

(5) the functions of stocking, storing, issuing, and delivering standard government forms, textbooks, and public documents are transferred to the Bureau of Supply Coordination.

SEC. 29. There shall be an Administrative Assistant in the Office of the Director of the bureau who shall arrange for and coordinate administrative services provided by the Department. The Administrative Assistant shall be responsible for the preparation and processing of the Bureau's budget proposals, personnel requests, and forms and supply requisitions; the maintenance of files of necessary personnel documents, correspondence, and current operating records; and the direction and coordination of clerical, janitorial, messengerial, and guarding services.

Functions of the National Media Production Center

SEC. 30. The functions, powers, duties, and responsibilities of the National Media Production Center are not affected by the Plans, except that responsibility for providing administrative services is transferred to the staff Divisions of the Department.

SEC. 31. There shall be an Administrative Assistant in the Office of the Director of the National Media Production Center who shall arrange for and coordinate administrative services provided by the Department. The Administrative Assistant shall prepare and process personnel papers and forms and supply requisitions; maintain files of current operating records and necessary personnel documents; direct and coordinate clerical, messengerial, janitorial, and guarding services; and assist in collecting, compiling, and preparing materials and data needed for budget proposals of the National Media Production Center.

SEC. 32. From the total appropriations authorized for the period from July first, nineteen hundred and fifty-six, to June thirtieth, nineteen hundred and fifty-seven, consisting of the following:

a. Under Republic Act Numbered 1600

(1) For the Bureau of Printing Bureau of Printing Revolving Fund	₱5,208,130.00
(2) For the National Media Production Center	
General Fund	285,760.00
(3) For the Bureau of Supply	
General Fund	209,040.00
(4) For the Bureau of Public Works (a) For items of expenditures relating to supervision of maintenance and repair of national buildings in Manila and Quezon City	
General Fund	60,200.00
(5) For the Procurement Branch of the Office of Foreign Aid Coordination, National Economic Council	
General Fund	90,740.00
(6) For the Division of Archives, Bureau of Public Libraries	
General Fund	84,670.00

b. From the Board of Liquidators

Surplus Property Unit Current Deposit	78,520.00
Total appropriations	<u>₱6,017,060.00</u>
(a) General Fund	₱730,410.00
(b) Bureau of Printing Revolving Fund	5,208,130.00
(c) Surplus Property Unit Current Deposit	78,520.00

the following sums, subject to adjustment by the Commissioner of the Budget based on the unexpended balance of appropriations available as of the effective date of these Implementing Details, are reallocated for the operation of the Department during the period from July first, nineteen hundred and fifty-six to June thirtieth, nineteen hundred and fifty-seven, except where otherwise provided:

A. Funds Transferred Out

For Implementation of Plan No. 2-A.

General Fund	<u>₱97,700.00</u>
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B. Current Operating Expenditures

(1) Office of the Secretary

PROGRAM I: GENERAL ADMINISTRATION AND STAFF SERVICES

For general administration and staff services, including legal services	₱290,000.00
(1) General Administration	₱267,720.00
(2) Legal Services	<u>22,280.00</u>
Total	<u>₱290,000.00</u>

(2) Bureau of Supply Coordination

PROGRAM I: SUPPLY ADMINISTRATION

For supply administration, including procurement, warehousing, delivery, specifications, standards, property utilization and disposal and general administration, ₱292,620.00: *Provided*, That P4,200.00 of this amount shall be available as government contribution for insurance and retirement coverage for employees transferred from the Surplus Property Unit of the Board of Liquidators.

(1) General Administration	₱25,000.00
(2) Procurement and Warehousing	161,700.00
(3) Specifications and Standards	33,380.00
(4) Property Utilization and Disposal	<u>72,540.00</u>
Total	<u>₱292,620.00</u>

(3) Bureau of Building and Real Property Management

PROGRAM I: BUILDING AND REAL PROPERTY MANAGEMENT

For direction of maintenance, repair, alteration of national government buildings, and management of real property owned or rented by the government	₱138,320.00
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(1) Planning and General Administration	₱63,500.00
(2) Management of Real Property	₱35,580.00
(3) Maintenance and Repair of Buildings	₱39,240.00
Total	₱138,320.00

(4) Bureau of Records Management

PROGRAM I: MANAGEMENT OF RECORDS AND ARCHIVES

For promotion of records management programs and archival activities	₱84,670.00
(1) Records Management, Archival Operations, Consultative Services, and General Administration	₱84,670.00

(5) Bureau of Printing

PROGRAM I: PRINTING SERVICES FOR THE NATIONAL GOVERNMENT AND ITS INSTRUMENTALITIES

For printing services for the National Government and its instrumentalities, provincial and municipal governments, chartered cities and government-owned or controlled corporations, and general administration, ₱4,871,750.00: *Provided*, That of the amount appropriated ₱67,500.00 shall be reimbursed to the Budget Commission for accounting services and ₱19,130.00 to the General Auditing Office for auditing services: *Provided, further*, That of the amount appropriated, ₱211,700.00 shall be for the modernization and improvement of the Bureau of Printing, acquisition of machineries, plants, and facilities: *And provided, finally*, That the Secretary of the Department may use any unexpended balance of this fund for additional expenses to meet any increase in printing workload.

(1) General Administration	₱62,840.00
(2) Printing Production	4,808,910.00
Total	<u>₱4,871,750.00</u>

(6) National Media Production Center

PROGRAM I: NATIONAL MEDIA PRODUCTION SERVICES

For national media production services, including production media dissemination of information, training of government personnel in the techniques of producing different media of mass communication, operation, maintenance, and repair of audiovisual equipment, technical assistance to government agencies in planning and implementing informational, and education campaigns	₱242,000.00
(1) Production and Dissemination of Information	<u>₱242,000.00</u>
Total Current Operating Expenditures	<u>₱5,919,360.00</u>

C. Special Provisions

The total current operating expenditures of ₱5,919,360.00 authorized for the Department in these Implementing Details shall be paid out of the following funds:

(a) General Fund	₱632,710.00
(b) Bureau of Printing Revolving Fund	5,208,130.00

(c) Proceeds from sales of Surplus Property	<u>78,520.00</u>
Total	<u>₱5,919,360.00</u>

The total current operating expenditures of P5,919,360.00 authorized for the Department shall be allotted for the following objects, subject to adjustments by the Commissioner of the Budget based on the balance of funds available as of the effective date of these Implementing Details:

Personal services, including ₱170,340.00 for temporary and emergency help, and including ₱4,200.00 for the government contribution for insurance and retirement coverage of employees transferred from the Surplus Property Unit of the Board of Liquidators	<u>₱3,025,460.00</u>
Non-personal items	<u>2,893,900.00</u>
	<u>₱5,919,360.00</u>
Total Funds	<u>₱6,017,060.00</u>

D. General Provisions

The “General Provisions” of Republic Act Numbered Sixteen hundred, to which reference is hereby made, shall remain in full force and effect and is made a part of this section on “Reallocation of Appropriations,” except that (a) Section 16, thereof, “Official entitled to transportation allowance,” is modified to include the Director of the Bureau of Supply Coordination, the Director of the Bureau of Building and Real Property Management, and the Director of the Bureau of Records Management as among the officials granted a commutable transportation allowance of one hundred pesos each per month and to exclude the Purchasing Agent of the Bureau of Supply whose position is abolished; and (b) Section 17, “Bureaus and offices entitled to use, operate, and maintain government motor vehicles and launches,” is modified to include the Department of General Services, for regulating and performing for government entities the functions pertaining to procurement and supply, maintenance and custody of real property, disposal of surplus property, promotion of sound records management, printing, and media production services, and to exclude the Bureau of Printing whose motor vehicle requirements shall be supplied by the Department of General Services.

STAFFING PATTERN

SEC. 33. The following Staffing Pattern by project activity is provided for the Department for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, subject to the provisions of Reorganization Plans Nos. 1-A, 2-A, and 3-A, except that authority is hereby granted to the Secretary subject to approval of the Commissioner of the Budget, to make necessary salary adjustments resulting from final selection of personnel to fit the positions in the Staffing Pattern, in order that no incumbent receives a reduction in salary, and further to make necessary salary adjustments resulting from new appointments, promotions, or salary increases: *Provided*, That no such adjustment may result in a salary rate which exceeds the minimum of the applicable salary range as provided in Reorganization No. 2-A: *Provided, further*, That new appointments, promotions, and salary increases at present pending which would exceed the maximum rate of the appropriate salary range are cancelled until further notice: *And provided, finally*, That nothing in the said Staffing Pattern shall be construed as depriving the Government Survey and

Reorganization Commission, during its existence and the Commissioner of the Budget thereafter, of its power to make changes therein, to correct mistakes, discriminations, or other injustices that may, in its opinion, have been committed in the preparation thereof:

(1) *Office of the Secretary*

PROGRAM I: GENERAL ADMINISTRATION AND STAFF SERVICES

Project 1: *General Administration*

Class Title	Number	Range	Amount
Secretary of Department	1	Exempt	₱12,000.00
Undersecretary of Department	1	Exempt	9,000.00
Head Executive Assistant			
(Assistant to the Secretary)	1	(55)	7,200.00
Public Relations Officer II	1	(42)	4,200.00
Private Secretary	1	(40)	2,400.00
Secretary	1	(30)	2,160.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>7</u>		<u>38,760.00</u>

ADMINISTRATIVE DIVISION

Administrative Officer III (Chief of Division)	1	(47)	5,100.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>2</u>		<u>6,900.00</u>

Correspondence and Records Section

Records Officer I (Chief of Section)	1	(30)	2,400.00
Clerk II	1	(25)	1,440.00
Clerk I	<u>2</u>	(23)	<u>2,880.00</u>
	<u>4</u>		<u>6,720.00</u>

Property and Supply Section

Senior Storekeeper (Chief of Section)	1	(29)	₱2,400.00
Storekeeper II	1	(27)	2,160.00
Clerk II	1	(25)	1,680.00
Clerk I	1	(23)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>5</u>		<u>₱9,120.00</u>

Statistical Section

Statistician II (Chief of Section)	1	(38)	₱3,120.00
Statistician I	2	(33)	4,800.00
Clerk I	<u>2</u>	(23)	<u>2,880.00</u>
	<u>5</u>		<u>₱10,800.00</u>

Personnel Section

Personnel Officer II (Chief of Section)	1	(43)	₱4,800.00
Clinic Physician	1	(40)	2,580.00
Dentist I	1	(34)	2,400.00
Senior Personnel Aide	1	(30)	2,400.00
Nurse	1	(28)	1,800.00
Stenographer	1	(25)	1,800.00
Clerk I	2	(23)	3,000.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>9</u>		<u>₱20,220.00</u>

Organization and Methods Section

Management Analyst II (Chief of Section)	1	(39)	₱3,300.00
Management Analyst I	1	(36)	2,580.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>3</u>		<u>₱7,680.00</u>

General Services Section

Administrative Assistant III (Chief of Section)	1	(39)	₱3,300.00
Security Officer II	1	(37)	3,120.00
Security Officer I	1	(32)	2,580.00
Head Janitor	1	(24)	1,800.00
Senior Security Guard	3	(24)	5,280.00
Plumber	1	(23)	1,440.00
Security Guard	9	(22)	13,920.00
Automotive Mechanic I	1	(22)	1,560.00
Light Equipment Operator II	7	(20)	11,760.00
Senior Janitor	1	(19)	1,560.00
Clerical Aide	4	(18)	6,240.00
Janitor	<u>10</u>	(14)	<u>14,520.00</u>
	<u>40</u>		<u>₱67,080.00</u>

FISCAL DIVISION

Budget Officer III (Chief of Division)	1	(45)	₱5,100.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>2</u>		<u>₱6,900.00</u>

Budget Section

Budget Officer I (Chief of Section)	1	(39)	₱2,280.00
Budget Aide	2	(25)	3,600.00
Clerk II	1	(25)	2,760.00
Clerk I	<u>1</u>	(23)	<u>1,920.00</u>
	<u>5</u>		<u>₱10,560.00</u>

Collecting and Disbursing Section

Cashier III (Chief of Section)	1	(38)	₱2,940.00
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Class Title	Number	Range	Amount
Cashier II	1	(35)	2,040.00
Disbursing Officer	1	(29)	1,680.00
Accounting Machine Operator I	2	(27)	3,360.00
Senior Clerk	1	(27)	2,160.00
Senior Bill Collector	1	(27)	1,920.00
Clerk II	4	(25)	7,080.00
Bill Collector	2	(24)	3,120.00
Cash Clerk	2	(24)	3,000.00
Clerk I	2	(23)	3,600.00
Cashier Aide	<u>2</u>	(18)	<u>2,880.00</u>
	<u>19</u>		<u>₱33,780.00</u>

Project 2: *Legal Services*

LEGAL DIVISION

Department Legal Counsel (Chief of Division)	1	(54)	₱6,000.00
Legal Officer III	1	(41)	4,200.00
Legal Officer II	1	(37)	2,580.00
Legal Officer I	1	(34)	1,800.00
Senior Stenographer	<u>2</u>	(27)	<u>3,600.00</u>
	<u>6</u>		<u>₱18,180.00</u>
Total—Office of the Secretary	<u>107</u>		<u>₱236,700.00</u>

(2) *Bureau of Supply Coordination*

PROGRAM I: SUPPLY ADMINISTRATION

Project 1: *General Administration*

OFFICE OF THE DIRECTOR

Director of Supply	1	(55)	₱8,400.00
Administrative Assistant I	1	(35)	2,400.00
Secretary	1	(30)	2,160.00
Senior Clerk	1	(27)	2,160.00
Stenographer	1	(25)	2,160.00
Clerk I	<u>2</u>	(23)	<u>3,210.00</u>
	<u>7</u>		<u>₱20,400.00</u>

Project 2: *Procurement and Warehousing*

SUPPLY DIVISION

Supply Officer IV (Chief of Division)	1	(48)	₱7,200.00
Stenographer	<u>1</u>	(25)	<u>1,560.00</u>
	<u>2</u>		<u>₱8,760.00</u>

Procurement Section

Chief Buyer (Chief of Section)	1	(48)	₱5,100.00
Supervising Buyer	2	(37)	7,200.00
Senior Buyer	6	(34)	15,240.00
Buyer	8	(31)	14,520.00
Assistant Buyer	3	(26)	5,040.00
Stenographer	<u>1</u>	(25)	<u>1,560.00</u>
	<u>21</u>		<u>₱48,660.00</u>

Stores Section

Chief Storekeeper (Chief of Section)	1	(38)	₱5,000.00
Senior Storekeeper	1	(29)	2,940.00
Shipping and Trucking Foreman	1	(29)	2,040.00
Storekeeper II	2	(27)	3,840.00
Clerk II	2	(25)	3,120.00
Storekeeper I	4	(23)	6,120.00
Carpenter	1	(23)	1,560.00
Store Aide	9	(18)	12,960.00
Clerical Aide	1	(18)	1,560.00
Carpenter Helper	<u>4</u>	(18)	<u>5,760.00</u>
	<u>26</u>		<u>₱44,900.00</u>

Service Section

Supply Officer II (Chief of Section)	1	(37)	₱3,120.00
Statistician I	1	(33)	2,400.00
Senior Clerk	1	(27)	1,560.00
Statistical Aide	1	(25)	2,280.00
Clerk II	3	(25)	4,680.00
Clerk I	6	(23)	9,960.00
Clerical Aide	<u>4</u>	(18)	<u>5,880.00</u>
	<u>17</u>		<u>₱29,880.00</u>

Project 3: Specifications and Standards

SPECIFICATIONS AND INSPECTION DIVISION

Head Supply Specifications Analyst	1	(43)	₱5,100.00
(Chief of Division)			
Supply Specifications Analyst	5	(38)	13,080.00
Senior Clerk	1	(27)	2,400.00
Stenographer	1	(25)	1,800.00
Clerk II	1	(25)	1,800.00
Clerk I	<u>2</u>	(23)	<u>3,000.00</u>
	<u>11</u>		<u>₱27,180.00</u>

Project 4: *Property Utilization and Disposal*

Class Title	Number	Range	Amount
PROPERTY UTILIZATION DIVISION			
Chief Property Utilization Analyst (Chief of Division) ..	1	(46)	₱6,000.00
Stenographer	<u>1</u>	(25)	<u>1800.00</u>
	<u>2</u>		<u>₱7,800.00</u>
<i>Property Utilization Section</i>			
Head Property Utilization Analyst			
(Chief of Section)	1	(43)	₱6,000.00
Property Utilization Analyst	2	(38)	6,360.00
Technical Property Inspector	4	(38)	10,800.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>8</u>		<u>₱24,600.00</u>
<i>Disposal Section</i>			
Head Technical Property Inspector			
(Chief of Section)	1	(43)	₱5,100.00
Technical Property Inspector	5	(38)	13,800.00
Clerk II	1	(25)	1,560.00
Clerk I	1	(23)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>9</u>		<u>₱23,340.00</u>
Total—Bureau of Supply Coordination	<u>103</u>		<u>₱235,520.00</u>

(3) *Bureau of Building and Real Property Management*

PROGRAM I: BUILDING AND REAL PROPERTY MANAGEMENT

PROJECT 1: *Planning and General Administration*

OFFICE OF THE DIRECTOR			
Director of Building and Real Property			
Management	1	(55)	₱7,200.00
Administrative Assistant I	1	(35)	3,120.00
Secretary	1	(30)	2,400.00
Budget Examiner I	1	(30)	2,400.00
Personnel Aide	1	(25)	1,800.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>6</u>		<u>₱18,360.00</u>
PLANNING AND PROGRAMMING DIVISION			
Supervising Civil Engineer II (Chief of Division)	1	(48)	₱4,800.00
Senior Civil Engineer	1	(42)	4,200.00
Civil Engineer	2	(39)	7,440.00
Junior Mechanical-Electrical Engineer	1	(33)	2,760.00

Class Title	Number	Range	Amount
Junior Civil Engineer	1	(33)	2,760.00
Architect I	1	(33)	2,760.00
Statistician I	1	(33)	2,760.00
Civil Engineering Draftsman	1	(30)	2,400.00
Senior Stenographer	1	(27)	1,920.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>11</u>		<u>₱33,240.00</u>

Project 2: *Management of Real Property*

REAL PROPERTY MANAGEMENT DIVISION

Senior Civil Engineering (Chief of Division)	1	(42)	₱4,200.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>2</u>		<u>₱6,000.00</u>

Property Management Section

Supervising Property Appraiser (Chief of Section)	1	(41)	₱3,960.00
Property Appraiser	1	(34)	2,940.00
Stenographer	1	(25)	1,800.00
Clerk II	<u>1</u>	(25)	<u>1,800.00</u>
	<u>4</u>		<u>₱10,500.00</u>

Building Services Section

Civil Engineer (Chief of Section)	1	(39)	₱3,720.00
Junior Civil Engineer	2	(33)	5,520.00
Clerk II	1	(25)	1,800.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>5</u>		<u>₱12,480.00</u>

Project 3: *Maintenance and Repair of Buildings*

BUILDING MAINTENANCE DIVISION

Senior Civil Engineer (Chief of Division)	1	(42)	₱4,200.00
Civil Engineer	1	(39)	3,720.00
Electrical General Foreman	1	(35)	3,120.00
Carpenter General Foreman	1	(35)	3,120.00
Painter General Foreman	1	(35)	3,120.00
Junior Civil Engineer	2	(33)	5,520.00
Plumbing and Tinning Supervisor	1	(33)	2,760.00
Stenographer	1	(25)	1,800.00
Clerk II	1	(25)	1,800.00
Clerk I	<u>2</u>	(23)	<u>2,880.00</u>
	<u>12</u>		<u>₱32,040.00</u>
Total—Bureau of Building and Real Property Management	<u>40</u>		<u>₱112,620.00</u>

(4) *Bureau of Records Management*

PROGRAM I: MANAGEMENT OF RECORDS AND ARCHIVES

Project 1: *Records Management, Archival Operations, Consultative Services, and General Administration*

OFFICE OF THE DIRECTOR

Director of Records Management	1	(55)	₱7,200.00
Administrative Assistant I	1	(35)	3,120.00
Secretary	1	(30)	2,400.00
Clerk I	<u>1</u>	(23)	<u>2,400.00</u>
	<u>4</u>		<u>₱15,120.00</u>

CURRENT RECORDS DIVISION

Records Management Consultant (Chief of Division) .	1	(48)	₱4,800.00
Records Management Analyst	1	(36)	2,580.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>3</u>		<u>₱9,180.00</u>

ARCHIVES DIVISION

Library Administrator (Chief of Division)	1	(43)	₱5,400.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>2</u>		<u>₱7,200.00</u>

Reference Section

Reference Librarian (Chief of Section)	1	(29)	₱3,960.00
Clerk I	1	(23)	1,680.00
Photostat Machine Operator	<u>1</u>	(23)	<u>1,800.00</u>
	<u>3</u>		<u>₱7,440.00</u>

Spanish Documents Section

Supervising Librarian I (Chief of Section)	1	(35)	₱3,720.00
Archives Librarian	3	(27)	7,920.00
Junior Librarian	2	(25)	4,560.00
Bookbinder	1	(23)	1,560.00
Clerk I	<u>1</u>	(23)	<u>1,800.00</u>
	<u>8</u>		<u>₱19,560.00</u>

General Documents Section

Supervising Librarian I (Chief of Section)	1	(35)	₱3,120.00
Archives Librarian	2	(27)	4,320.00
Junior Librarian	2	(25)	4,200.00
Clerk I	1	(23)	1,440.00
Bookbinder	<u>1</u>	(23)	<u>1,560.00</u>
	<u>7</u>		<u>₱14,640.00</u>

Project 2: *Operation of Records Storage Centers* (no personnel)

Total—Bureau of Records Management	<u>27</u>	<u>₱73,140.00</u>
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(5) *Bureau of Printing*

PROGRAM I: PRINTING SERVICES FOR THE NATIONAL GOVERNMENT AND ITS INSTRUMENTALITIES

Project 1: *General Administration*

OFFICE OF THE DIRECTOR

Director of Printing	1	(58)	₱7,200.00
Assistant Director of Printing	1	(52)	6,000.00
Administrative Assistant III	1	(39)	1,920.00
Secretary	1	(30)	2,400.00
Budget Examiner I	1	(30)	2,400.00
Senior Clerk	1	(27)	2,160.00
Stenographer	2	(25)	3,600.00
Personnel Aide	1	(25)	1,920.00
Clerk II	2	(25)	3,120.00
Clerk I	<u>3</u>	(23)	<u>4,320.00</u>
	<u>14</u>		<u>₱35,040.00</u>

Project 2: *Printing Production*

LAYOUT DIVISION

Printing Planning Chief (Chief of Division)	1	(43)	5,400.00
Assistant Printing Planning Chief	1	(38)	5,100.00
Supervising Printing Cost Estimator	1	(35)	3,300.00
Supervising Printing Order Writer	1	(35)	₱2,940.00
Printing Cost Estimator	9	(31)	17,800.00
Printing Order Writer	5	(31)	11,220.00
Senior Storekeeper	1	(29)	2,760.00
Shipping and Trucking Foreman	1	(29)	1,680.00
Stenographer	1	(25)	1,440.00
Clerk II	4	(25)	7,260.00
Clerk I	12	(23)	19,560.00
Storekeeper I	6	(23)	12,120.00
Light Equipment Operator II	2	(20)	3,120.00
Store Aide	6	(18)	9,720.00
Clerical Aide	7	(18)	10,560.00
Elevator Operator	1	(14)	1,440.00
Laborer	<u>8</u>	(14)	<u>11,520.00</u>
	<u>67</u>		<u>₱127,020.00</u>

COMPOSING DIVISION

Class Title	Number	Range	Amount
Chief Typesetter (Chief of Division)	1	(41)	5,100.00
Assistant Chief Typesetter	1	(37)	3,300.00
Supervising Monotype-Keyboards Operator	1	(32)	2,580.00
Supervising Mechanic	1	(31)	2,580.00
Supervising Linotype Operator	1	(30)	2,760.00
Supervising Hand Compositor	1	(30)	3,120.00
Supervising Maker-up	1	(28)	2,580.00
Monotype-Keyboards Operator	7	(28)	13,800.00
Supervising Imposer	1	(26)	2,760.00
Linotype Operator	39	(26)	72,540.00
Hand Compositor	43	(26)	72,300.00
Maker-up	40	(24)	66,600.00
Mechanic II	14	(24)	24,480.00
Clerk I	2	(23)	3,120.00
Monotype Caster	9	(22)	16,140.00
Imposer	13	(22)	25,040.00
Typesetting Helper	<u>3</u>	(18)	<u>4,680.00</u>
	<u>178</u>		<u>₱323,480.00</u>

Proof Section

Supervising Copy Editor (Chief of Section)	1	(37)	3,720.00
Copy Editor	1	(35)	3,300.00
Copy Reader II	2	(33)	5,520.00
Copy Reader I	4	(31)	10,260.00
Press Proof-Reviser	2	(26)	5,520.00
Proofreader II	21	(23)	41,580.00
Clerk I	1	(23)	1,560.00
Proofreader I	13	(21)	19,920.00
Copy Holder	<u>3</u>	(15)	<u>4,320.00</u>
	<u>48</u>		<u>₱95,700.00</u>

PRESS DIVISION

Chief Pressman (Chief of Division)	1	(41)	5,100.00
Assistant Chief Pressman	1	(37)	2,760.00
Head Pressman	3	(35)	7,920.00
Supervising Offset-Press Operator	2	(30)	4,620.00
Supervising Cylinder-Press Operator	3	(30)	7,740.00
Supervising Vertical-Press Operator	1	(28)	2,580.00
Rotary-Press Operator	1	(28)	2,580.00
Supervising Platen-Press Operator	3	(26)	7,200.00
Offset-Press Operator	36	(26)	63,240.00
Cylinder-Press Operator	44	(26)	84,540.00
Vertical-Press Operator	16	(24)	25,920.00
Bookbinder	6	(23)	9,480.00

Class Title	Number	Salary Range	Amount
Clerk I	2	(23)	3,480.00
Platen-Press Operator	25	(22)	36,120.00
Supervising Press Roller Maker	1	(22)	2,580.00
Press Roller Maker	2	(16)	2,880.00
Printing Press Feeder	<u>30</u>	(15)	<u>43,440.00</u>
	<u>177</u>		<u>₱312,180.00</u>

BINDING DIVISION

Bindery Supervisor (Chief of Division)	1	(37)	5,100.00
Assistant Bindery Supervisor	1	(32)	3,300.00
Supervising Ruling-Machine Operator	1	(30)	2,580.00
Supervising Bookbinder	5	(28)	12,720.00
Senior Bookbinder	8	(26)	18,900.00
Ruling-Machine Operator	10	(26)	17,160.00
Clerk II	1	(25)	1,440.00
Bookbinder	119	(23)	199,260.00
Supervising Forms Verifier	1	(23)	2,580.00
Clerk I	3	(23)	4,680.00
Senior Forms Verifier	13	(21)	19,080.00
Forms Verifier	49	(18)	72,120.00
Bindery Helper		(14)	<u>36,600.00</u>
	<u>237</u>		<u>₱395,520.00</u>

PHOTO-ENGRAVING DIVISION

Chief Photo-Engraver (Chief of Division)	1	(37)	<u>₱5,100.00</u>
Supervising Litho-Photoengraving Cameraman	1	(32)	2,760.00
Emblem Designer	1	(31)	2,760.00
Litho-Photoengraving Cameraman	7	(27)	14,520.00
Plate and Die Engraver	1	(25)	2,040.00
Photoengraving Etcher	30	(25)	57,960.00
Photoengraving Finisher	9	(23)	14,880.00
Clerk I	1	(23)	1,560.00
Film Plate Printer	7	(21)	10,320.00
Photography Helper	<u>1</u>	(18)	<u>1,440.00</u>
	<u>59</u>		<u>₱113,340.00</u>

FOUNDRY DIVISION

Chief Electrotyper (Chief of Division)	1	(34)	<u>₱5,100.00</u>
Head Electrotyper	1	(30)	3,300.00
Supervising Electrotyper Molder	2	(23)	5,160.00
Electrotyper Finisher	11	(23)	22,860.00
Clerk I	1	(23)	1,800.00
Electrotyper Molder	6	(20)	9,960.00
Electrotyper Helper	<u>5</u>	(16)	<u>8,400.00</u>
	<u>27</u>		<u>₱56,580.00</u>

POWER PLANT DIVISION

Mechanical Repair Shop Foreman			
(Chief of Division)	1	(35)	₱5,100.00
Supervising Mechanic	1	(31)	3,300.00
Electrician Foreman	1	(31)	2,580.00
Senior Machinist	1	(27)	2,580.00
Senior Shop Electrician	2	(26)	5,160.00
Senior Carpenter	1	(25)	1,800.00
Machinist II	3	(24)	7,080.00
Mechanic II	11	(24)	17,040.00
Shop Electrician	16	(24)	26,880.00
Clerk I	1	(23)	1,440.00
Mechanic Helper	3	(18)	5,040.00
Machinist Helper	1	(18)	1,440.00
Carpenter Helper	5	(18)	8,040.00
	<u>47</u>		<u>₱87,480.00</u>
Total—Bureau of Printing	<u>854</u>		<u>₱1,546,340.00</u>

(6) *National Media Production Center*

PROGRAM I. NATIONAL MEDIA PRODUCTION SERVICES

Project 1: *Production and Dissemination of Information*

Director of Media Production	1	(55)	₱9,000.00
Assistant Director of Media Production	1	(48)	6,000.00
Radio Program Director	1	(41)	4,800.00
Motion Picture Director	1	(40)	4,800.00
Information Editor II	2	(36)	8,100.00
Audio-Visual Technician	1	(36)	3,300.00
Administrative Assistant I	1	(35)	3,300.00
Chief Illustrator	1	(35)	3,300.00
Supervising Photographer	1	(32)	3,120.00
Secretary	1	(30)	3,960.00
Information Editor-Translator	1	(30)	3,120.00
Illustrator II	4	(27)	13,020.00
Film Editor	1	(27)	3,300.00
Photographer	2	(27)	5,520.00
Information Writer	6	(27)	12,000.00
Supervising Audio-Visual Equipment Operator	1	(27)	1,560.00
Offset-Press Operator	1	(26)	1,560.00
Stenographer	2	(25)	4,200.00
Clerk I	3	(23)	6,840.00
Film Plate Printer	1	(21)	1,560.00
Clerical Aide	3	(18)	5,640.00
Total—National Media Production Center	<u>36</u>		<u>₱108,000.00</u>
GRAND TOTALS—DEPARTMENT OF GENERAL SERVICES	<u>1167</u>		<u>₱2,312,320.00</u>

TEMPORARY AND EMERGENCY HELP

Temporary and emergency helper	<u>₱170,340.00</u>
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PERSONNEL OF THE DEPARTMENT

SEC. 34. The personnel structure of the Department for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, shall conform to the Staffing Pattern provided in these Implementing Details.

SEC. 35. Except where the law provides otherwise, all appointments to positions authorized in the Staffing Pattern shall be subject to the requirements of the civil service and other personnel laws, rules and regulations: *Provided*, That all personnel in the present staff who meet such requirements shall be employed before consideration is given to the employment of other persons, subject to the approval of the Government Survey and Reorganization Commission and the President.

DELEGATION OF AUTHORITY

SEC 36. Any delegation of authority required or authorized by these Implementing Details shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; shall define the extent to which each delegatee will be held responsible for results; and shall vest each delegatee with sufficient authority to enable him to discharge his assigned responsibility. Such delegations, where specifically provided by these Implementing Details, shall be within the limits of the provisions of these Implementing Details: *Provided*, That nothing in this Section shall be construed to prevent other delegations.

TRANSITORY PROVISIONS

SEC 37. The General Auditing Office shall complete, at the earliest possible time, which in no event shall exceed one hundred and twenty days from the date of the Executive Order making these Implementing Details effective, a complete audit, fiscal inventory, and on-the-spot appraisal of all properties of the Surplus Property Unit of the Board of Liquidators which is transferred to the Department of General Services.

SEC. 38. The transfer of the functions, appropriations, equipment, property, memoranda, circulars, orders, files, records, and such personnel as may be necessary of the Surplus Property Unit, shall take effect ten days after the date on which the General Auditing Office completes and certifies its audit, inventory, and appraisal of the properties to be transferred to the Bureau of Supply Coordination in the Department of General Services.

SEC. 39. After the transfer of the functions, appropriations, equipment, property, memoranda, circulars, orders, files, records, and such personnel as may be necessary in the preceding section is effected, the General Auditing Office shall make an adjusting inventory reflecting transactions which occurred during the transition period, and make a detailed audit of the accounts and records of the Surplus Property Unit as of the date of the actual transfer thereof.

SEC. 40. The Secretary of General Services, upon the completion of the aforementioned transfer, is authorized to charge all costs for continuing the functions of the Surplus Property Unit during the remainder of the fiscal year 1956–1957 against proceeds derived from such continuance of such functions: *Provided*, That these costs shall not exceed previous amounts appropriated for the fiscal year or average monthly costs for the six months immediately prior to the effective date of the transfers

and: *Provided, further*, That any deficit for operational and administrative costs can be charged against the Board of Liquidators, the same to be satisfied from previous net income of the Surplus Property Unit: *And provided, furthermore*, That all proceeds derived from the sale of surplus property which are in excess of operational and administrative costs shall be remitted to the Board of Liquidators during the remainder of the fiscal year 1956–1957.

SEC. 41. After the close of the fiscal year 1956–1957 and thereafter, all administrative and operational costs of selling surplus property shall be provided for in the General Appropriation Act and all net income thereby realized shall revert to the General Fund.

PARTIAL INVALIDITY

SEC. 42. If any provision of these Implementing Details should be held invalid, the other provisions shall not be affected thereby.

TIMING OF ADMINISTRATIVE ACTIONS

SEC. 43. The Secretary shall direct the orderly scheduling of transfers, changes, and other transitional actions required by the Plans and by these Implementing Details within sixty days from the effective date of the Implementing Details. In the interim, each entity affected shall continue to perform its existing functions until such time as the Secretary orders change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as the Secretary orders otherwise.

Done in the City of Manila, this 14th day of March, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA

President of the Philippines

By the President:

JUAN C. PAJO

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(6), 1734-1763.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 291
PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLAN NO. 54-A
RELATIVE TO INTELLIGENCE COORDINATION

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plan No. 54-A which relate to Intelligence Coordination are hereby promulgated to govern the organization, powers, duties and functions of the National Intelligence Coordinating Agency.

ORGANIZATION OF THE NATIONAL INTELLIGENCE COORDINATING AGENCY

Section 1. The organization, functions and operation of the National Intelligence Coordinating Agency, hereinafter referred to as the “Agency,” shall be in accordance with the provisions of Reorganization Plan No. 54-A, hereinafter referred to as the “Plan,” and these Implementing Details.

Sec. 2. The organization of the Agency, as graphically depicted in the following organization chart, shall consist of the Office of the Director, Administrative Division, Special Projects Division, Evaluation Division, and Liaison Division.

Sec. 3. The Director is authorized to make such changes in organization, definition of functions and distribution of work among entities in the Agency as may be necessary to reflect changes in legislation, conditions, needs or workloads: Provided, That no such changes may be made during fiscal year 1957 without specific approval of the President: And provided, further, That any such changes must be in conformity with the general pattern of organization set forth in the Plan and these Implementing Details.

**FUNCTIONAL STATEMENTS OF THE NATIONAL INTELLIGENCE
COORDINATING AGENCY**

Functions of the Agency

Sec. 4. The functions, powers, duties and responsibilities of the Agency shall consist of those specified in Section 3 of the Plan.

Functions of the Office of the Director

Sec. 5. The functions, powers, duties and responsibilities of the Director shall include those specified in Sections 2, 7, and 8 of the Plan and the following, among others:

[Organization Chart – NATIONAL INTELLIGENCE COORDINATING AGENCY]

- a. attend meetings of the National Security Council, advise the Council on intelligence matters and transmit evaluated intelligence reports to the Council;
- b. submit evaluated intelligence reports to the President;
- c. plan, direct and coordinate the operations and internal administration of the Agency, delegating authority as necessary and seeing that long-range policies fixed by the National Security Council are followed;
- d. issue directives to departments and other entities of the government:
 - (1) coordinating the intelligence activities;
 - (2) delineating the intelligence responsibilities of each entity and defining the intelligence functions, powers and jurisdiction of each entity;
 - (3) coordinating and controlling the classification, distribution and publication of intelligence and security information in their possession; and
 - (4) requiring follow-up, pursuit, verification, confirmation or exploitation of intelligence already gathered or acquired;
- e. call officers and employees of departments and other entities of the government to meetings concerning intelligence matters and missions, including meetings of the Intelligence Consultative Committee and such other committees as he deems necessary;
- f. assign intelligence missions to departments or other entities of the government for performance by their intelligence units, or to the Special Projects Division of the Agency if no other entity has the requisite resources and authority;
- g. provide for protection of intelligence sources and methods from unauthorized disclosures; and
- h. designate from the staff of the Agency his authorized representative or representatives to receive security information possessed by the departments and other entities of the government.

Sec. 6. The functions, powers, duties and responsibilities of the Deputy Director of the Agency shall include the following, among others:

- a. assist the Director in the performance of his functions, particularly with regard to the internal administration of the Agency;
- b. assume the functions, powers, duties and responsibilities of the Director in the absence of the Director and upon proper designation; and
- c. undertake liaison or intelligence work of the highest level, as directed by the Director.

Sec. 7. The staff of the Office of the Director shall be under the immediate supervision of the Deputy Director and shall have the following functions, among others:

- a. plan and schedule both long-term and short-term programs, projects and missions of the Agency;
 - b. prepare budget estimates and justifications for the Agency;
 - c. exercise control over the budgeted expenditures for the Agency;
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- d. conduct loyalty checks on employees of the Agency and on applicants for employment in other government entities at the request of the head of the employing agency or at the request of the National Security Council;
- e. study and recommend means of improving and simplifying organization, methods, procedures, communications and reporting within the Agency; and
- f. provide legal advice to the Director and to the staff of the Agency.

Functions of the Administrative Division

Sec. 8. The Administrative Division, under the immediate supervision of the Administrative Officer, shall be responsible for functions of the Agency relating to financial and personnel management and services, procurement of supplies and equipment, property management, janitorial and messengerial services, transportation, internal security, technical services, and other auxiliary services.

Sec. 9. The Administrative Division shall have a Finance Section, Personnel Section and General Services Section, with corresponding duties and responsibilities as follows:

- a. The Finance Section shall have the following functions, among others:
 - (1) process all expense vouchers;
 - (2) process requisitions, make corresponding purchases and prepare vouchers covering their payment;
 - (3) prepare payrolls; and
 - (4) pay approved vouchers and payrolls.
- b. The Personnel Section shall have the following functions, among others:
 - (1) establish and manage a personnel program, including preparation of position descriptions and qualification standards for purposes of selective recruitment, appointment and promotion;
 - (2) plan and direct a training school for prospective intelligence officers;
 - (3) plan and coordinate an in-service training program and administer a program for specialized training of selected intelligence officers and technicians at schools, colleges, or universities in the Philippines or elsewhere;
 - (4) investigate administrative charges, as directed; and
 - (5) process and record all matters concerning attendance, leaves of absence, promotions, transfers, separations and other personnel matters.
- c. The General Services Section shall have the following functions, among others:
 - (1) keep custody of, manage and record distribution and use of property, equipment and supplies;
 - (2) make travel arrangements and provide transportation, messengerial and courier services;
 - (3) provide janitorial and security guarding services; and
 - (4) perform or provide communication services and reproduction services.

Functions of the Special Projects Division

Sec. 10. The Special Projects Division shall perform sensitive intelligence missions, covert or overt, domestic or foreign, of long-range importance or of special significance, as assigned by the Director, and upon the findings of the Director that intelligence units of other entities of the government do not have the requisite resources and authority.

Functions of the Evaluation Division

Sec. 11. The Evaluation Division shall be responsible for analysis, correlation and evaluation of intelligence information received, secured or developed by the Agency, including reports from the Special Projects Division; translation or cryptographic work as necessary; preparation in final form of timely reports, estimates or summaries for the President, the National Security Council, or other designated entities of the government; control of classification, distribution and dissemination of intelligence and security information; and custody of the intelligence files and records of the Agency.

Sec. 12. The Chief of the Evaluation Division shall have the following functions, among others:

- a. plan, direct and coordinate the work of the sections in the Division;
- b. supervise translation and cryptography;
- c. supervise final correlation of information from both foreign and domestic sources on a given subject or problem; and
- d. transmit evaluated intelligence reports to the Director.

Sec. 13. The Evaluation Division shall have a Foreign Reports Section, Domestic Reports Section, and Information and Records Section, with corresponding duties and responsibilities as follows:

- a. The Foreign Reports Section shall analyze, correlate and evaluate intelligence information from foreign sources, and prepare reports, estimates and summaries based on such information.
 - b. The Domestic Reports Section shall analyze, correlate and evaluate intelligence information from domestic sources, and prepare reports, estimates and summaries based on such information.
 - c. The Information and Records Section shall have the following functions, among others:
 - (1) handle inquiries from the press or the public;
 - (2) control release, if any, of information concerning intelligence officers, activities or units of the Agency or of the departments or other entities of the government;
 - (3) classify, determine recipients of, and supervise distribution of evaluated or unevaluated intelligence or security information in the possession of the Agency or of the departments or other entities of the government, as directed; and
 - (4) maintain and protect files and records of intelligence information in the possession of the Agency.
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Functions of the Liaison Division

Sec. 14. The Liaison Division shall be responsible for relations of the Agency with the departments and other entities of the government, and for relations with other regular contributing sources of intelligence information. The Liaison Division shall have the following functions, among others:

- a. keep in close touch with all regular contributing sources of intelligence information;
- b. study and recommend to the Director delineations of responsibility for intelligence activities among various entities of the government, and related definitions of intelligence functions, powers and jurisdiction;
- c. report to the Director instances of duplication, overlapping, confusion, or disregard of security intelligence activities of other entities;
- d. serve as the normal channel for directives and assignments from the Director to other entities, and follow-up on such directives or assignments; and
- e. serve as the normal channel for collecting, receiving or securing intelligence information from other entities and other contributing sources.

BUDGET AND APPROPRIATIONS

Sec. 15. Beginning with the fiscal year 1958, the Agency is exempted from provisions of law, rules or regulations requiring publication or disclosure of names, titles, salary or number of personnel, or of budget requests or appropriations for personal services or other objects. Budget requests for the Agency shall be included in the Budget but shall not be identified as such.

Sec. 16. Pursuant to Section 9 of the Plan, the Director may request the President to release contingent funds and to transfer available funds from any department or other entity of the government for confidential purposes of the Agency.

Sec. 17. From the total appropriations of ₱449,415.00 from the General Fund authorized under Item B-IV-7 of Republic Act Numbered Sixteen hundred for the National Intelligence Coordinating Agency for the period from July first, nineteen hundred and fifty-six to June thirtieth, nineteen hundred and fifty-seven, the following sums, subject to adjustment by the Commissioner of the Budget based on the unexpended balance of the appropriations available as of the effective date of these Implementing Details, are reallocated for the operation of the Agency during the same period:

A. Current Operating Expenditures

(1) NATIONAL INTELLIGENCE COORDINATING AGENCY

PROGRAM I: INTELLIGENCE COORDINATION

For coordination of intelligence activities: <u>Provided</u> , That the amount of ₱64,550.00 shall be available for discretionary expenses of the Director and for hire of undercover men and purchase of information by the Director, subject to the approval of the President	₱449,415.00
(1) Coordination of Intelligence Activities (General Fund)	₱449,415.00
Total for current operating expenditures of the National Intelligence Coordinating Agency	₱449,415.00

B. General Provisions

The “General Provisions” of Republic Act Numbered Sixteen hundred, to which reference is hereby made, shall remain in full force and effect and is made a part of this Section on “Reallocation of Appropriations,” insofar as they relate to the appropriations for the National Intelligence Coordinating Agency under the Office of the President.

STAFFING PATTERN

Sec. 18. The following Staffing Pattern by project activity is provided for the Agency for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, except that authority is hereby granted to the Director, subject to approval of the Commissioner of the Budget, to make necessary salary adjustments resulting from final selection of personnel to fit the positions in the Staffing Pattern, in order that no incumbent receives a reduction in salary, and further to make necessary salary adjustments resulting from new appointments, promotions, or salary increases:

(1) NATIONAL INTELLIGENCE COORDINATING AGENCY

PROGRAM I: INTELLIGENCE COORDINATION

Project 1: Coordination of Intelligence Activities

<u>Class Title</u>	<u>Number</u>	<u>Salary Range</u>	<u>Amount</u>
OFFICE OF THE DIRECTOR			
National Intelligence Director (Director)	1	(59)	₱8,400.00
Assistant National Intelligence Director (Deputy Director)	1	(55)	4,800.00
Senior Intelligence Officer (Management and Planning Officer)	1	(41)	3,720.00
Legal Officer I	1	(34)	3,720.00
Senior Intelligence Agent	2	(34)	6,960.00
Intelligence Agent	2	(32)	3,840.00
Secretary	1	(30)	₱2,400.00
Stenographer	1	(25)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>11</u>		<u>₱36,720.00</u>
ADMINISTRATIVE DIVISION			
Administrative Officer I (Chief of Division)	1	(41)	₱3,960.00
Stenographer	<u>1</u>	(25)	<u>1,1440.00</u>
	<u>2</u>		<u>₱5,400.00</u>
<u>Finance Section</u>			
Disbursing Officer (Chief of Section)	1	(29)	₱1,800.00
Clerk I	<u>1</u>	(23)	<u>1,440.00</u>
	<u>2</u>		<u>₱3,240.00</u>

Class Title	Number	Range	Amount
<u>Personal Section</u>			
Personnel Officer I (Chief of Section and Training Officer)	1	(37)	₱3,480.00
Personnel Aide	<u>1</u>	(25)	<u>2,040.00</u>
	<u>2</u>		<u>₱5,520.00</u>
<u>General Services Section</u>			
Supply Officer I (Chief of Section)	1	(31)	₱1,920.00
Radio Technician	1	(29)	1,440.00
Photographer	1	(27)	1,440.00
Mechanic I	1	(22)	1,800.00
Teletype Operator	1	(23)	1,440.00
Security Guard	4	(22)	5,760.00
Light Equipment Operator II	2	(20)	2,880.00
Janitor	<u>3</u>	(14)	<u>4,320.00</u>
	<u>14</u>		<u>₱21,000.00</u>
SPECIAL PROJECTS DIVISION			
Chief Intelligence Officer (Chief of Division)	1	(48)	₱3,960.00
Assistant Chief Intelligence Officer (Assistant Chief of Division)	1	(44)	3,960.00
Senior Intelligence Officer	4	(41)	14,760.00
Intelligence Officer	4	(38)	11,400.00
Senior Intelligence Agent	4	(34)	10,200.00
Intelligence Agent	8	(32)	15,960.00
Stenographer	<u>4</u>	(25)	<u>7,200.00</u>
	<u>26</u>		<u>₱67,440.00</u>
EVALUATION DIVISION			
Chief Intelligence Officer (Chief of Division)	1	(48)	₱4,800.00
Assistant Chief Intelligence Officer (Assistant Chief of Division)	1	(44)	3,960.00
Cryptanalyst	1	(33)	2,160.00
Translator II	2	(30)	4,080.00
Stenographer	<u>1</u>	(25)	<u>2,400.00</u>
	<u>6</u>		<u>₱17,400.00</u>
<u>Foreign Reports Section</u>			
Senior Intelligence Analyst	4	(38)	₱12,120.00
Intelligence Analyst	4	(36)	9,600.00
Stenographer	<u>1</u>	(25)	<u>1,800.00</u>
	<u>9</u>		<u>₱23,520.00</u>

Class Title	Number	Range	Amount
<u>Domestic Reports Section</u>			
Senior Intelligence Analyst	4	(38)	₱12,600.00
Intelligence Analyst	4	(36)	8,160.00
Stenographer	<u>1</u>	(25)	<u>2,400.00</u>
	<u>9</u>		<u>₱23,160.00</u>
<u>Information and Records Section</u>			
Intelligence Officer	1	(38)	₱2,940.00
Intelligence Agent	2	(32)	3,240.00
Intelligence Agent Aide	2	(28)	3,600.00
Librarian	1	(27)	2,400.00
Stenographer	1	(25)	1,440.00
Illustrator I	1	(24)	1,440.00
Clerical Aide	<u>4</u>	(18)	<u>7,080.00</u>
	<u>12</u>		<u>₱22,140.00</u>
LIAISON DIVISION			
Chief Intelligence Officer (Chief of Division)	1	(48)	₱4,800.00
Assistant Chief Intelligence Officer (Assistant Chief of Division)	1	(44)	4,800.00
Senior Intelligence Officer	4	(41)	16,680.00
Intelligence Officer	4	(38)	13,260.00
Senior Intelligence Agent	2	(34)	4,200.00
Stenographer	1	(25)	1,440.00
Clerical Aide	<u>1</u>	(18)	<u>1,440.00</u>
	<u>14</u>		<u>₱46,620.00</u>
Total Permanent Positions—Salary	107		₱272,160.00
Supplemental pay and allowances of Army personnel assigned to the Agency			43,700.00
Total Salaries and Wages for the Agency	<u>107</u>		<u>₱315,860.00</u>

PERSONNEL OF THE DEPARTMENT

Sec. 19. The personnel structure of the Agency for the period from the effective date of these Implementing Details to June thirtieth, nineteen hundred and fifty-seven, shall conform to the Staffing Pattern provided in these Implementing Details.

Sec. 20. Except where the law provides otherwise, all appointments to positions authorized in the Staffing Pattern shall be subject to the requirements of the civil service and other personnel laws, rules and regulations: Provided, That all personnel in the present staff who meet such requirements shall be employed by the Agency before consideration is given to the employment of other persons.

DELEGATION OF AUTHORITY

Sec. 21. Any delegation of authority required or authorized by these Implementing Details shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; shall define the extent to which each delegate will be held responsible for results; and shall vest each delegate with sufficient authority to enable him to discharge his assigned responsibility. Such delegations, where specifically provided by these Implementing Details, shall be within the limits of the provisions of these Implementing Details: Provided: That nothing in this Section shall be construed to prevent other delegations.

PARTIAL INVALIDITY

Sec. 22. If any provision of these Implementing Details should be held invalid, the other provisions shall not be affected thereby.

TIMING OF ADMINISTRATIVE ACTIONS

Sec. 23. The Director shall direct the orderly scheduling of transfers, changes and other transitional actions required by the Plan and by these Implementing Details within sixty days from the effective date of the Implementing Details. In the interim, each entity affected shall continue to perform its existing functions until such time as the Director orders a change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as the Director orders otherwise.

Done in the City of Manila, this 14th day of March, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 292
FIXING OFFICE HOURS DURING THE HOT SEASON

Pursuant to the provisions of section 564 of the Revised Administrative Code, as amended by Republic Act No. 1880, the office hours from Monday to Friday of all departments, bureaus, offices, agencies, and instrumentalities of the Government, including the provincial, city, and municipal governments and all corporations owned or controlled by the Government, during the period from April 1 to June 15, 1958, both dates inclusive, shall be from seven-thirty o'clock in the morning to twelve-thirty o'clock in the afternoon. The provisions of this Order shall not apply to the offices in the City of Baguio, whether national, provincial, or municipal.

This Order shall not oblige the Head of any department, bureau, or office to reduce as herein provided the office hours in his department, bureau, or office, but leaves the same to his discretion subject to the requirements of the service and provided that the usual volume of work is not diminished by the reduction of office hours.

Done in the City of Manila, this 26th day of March, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(6), 1764.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 293
CREATING THE PRESIDENT'S LAW ENFORCEMENT UNIT FOR SOUTHERN PHILIPPINES.

WHEREAS, rampant violation of the customs, revenue, immigration and other laws of the Philippines has remained unchecked in the southern areas of the Philippines;

WHEREAS, the illicit traffic and activities in the said areas continue to deprive the Government of substantial revenue and provide ruinous competition to legitimate business;

WHEREAS, the uncontrolled traffic of persons carrying on their illegal activities through the southern frontier of the Philippines may provide opportunities for the conduct of foreign-inspired clandestine activities inimical to our national economy, political institutions and way of life and specially our national security;

WHEREAS, cognizant of the urgent need for a vigorous, coordinated and continuing national effort to counteract these illegal activities, it is deemed necessary and proper that the available resources and powers of the Government be fully mobilized and placed under unified supervision, coordination and control;

NOW, THEREFORE, I, CARLOS P. GARCIA, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

1. There is hereby created a special task group to be known as the "President's Law Enforcement Unit for Southern Philippines." The Unit shall be composed of a representative from the Armed Forces of the Philippines to be designated by the President of the Philippines who shall act as Chairman, one (1) representative from the Department of Justice; two (2) representatives from the Department of Finance representing the Bureaus of Customs and Internal Revenue; and one (1) representative each from the Bureau of Immigration and the Philippine Constabulary, all to be designated by the respective heads or chiefs thereof within seven (7) days from the date of this Order.

2. a. The Unit shall supervise and coordinate the administration and enforcement of Philippine tariff, customs, internal revenue, immigration, firearms and currency laws and regulations, including the apprehension and prosecution of violators thereof within the area of its operation. For this purpose, the Unit shall operate in the Mindanao, Sulu and Palawan areas including all the surrounding or adjacent waters and in such other areas as the President of the Philippines may direct.

b. The Unit will have its office or headquarters at such places as the Chairman thereof shall designate.

3. a. For the purpose of this Order and to assist the Unit in its work, each member, as the direct representative of the Department Head or chief of the bureau or office, shall –

- (1) exercise all the powers and duties vested by law in such department head or chief of bureau or office, including other additional powers and duties, as may be specifically delegated by them;
- (2) have authority to require the officers, agents or deputies in the area belonging to or under the jurisdiction of the department, bureau or office he represents to perform any duty or do any act which the head or chief thereof could lawfully require them to do.

b. The head of the departments, bureaus and offices represented in the Unit shall extend their full support and assistance to the Unit and to their representatives therein, and shall take immediate steps to carry out the purpose and intent of this Order within their respective organizations and capabilities.

c. The Unit shall be regularly assisted by such subordinate officers and employees as may be assigned or detailed to it from time to time. For this purpose, it is hereby authorized to call upon any department, bureau, office, agency or instrumentality of the Government, or upon any officer or employee thereof, for such assistance and information as it may require in the performance of its work.

4. The Unit shall continually study ways and means to improve law enforcement in the area of its operation, and shall submit periodically reports of its activities and recommendations to the President of the Philippines.

Done in the City of Manila, this 10th day of April, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 294
CREATING THE POSITION OF SPECIAL ASSISTANT TO THE PRESIDENT ON SCIENCE
COORDINATION

By virtue of the powers vested in me by law, I, CARLOS P. GARCIA, President of the Philippines, do hereby create the position of Special Assistant to the President on Science Coordination.

The Special Assistant to the President on Science Coordination shall perform the following functions and duties:

1. To integrate and coordinate the activities of science agencies, including those being undertaken by the other departments of the government, in order to bring about their maximum utilization in the development of the national economy;
2. To act as liaison between the executive and legislative branches of the government on matters pertaining to science and technology;
3. To revise and, whenever appropriate, recommend the approval of the schedules of activities, programs, and project proposals to intensify and promote the development and application of scientific and technological processes;
4. To initiate and facilitate arrangements for aid and exchange of information from domestic and foreign sources;
5. To offer to, and accept from, public and private sectors project proposals of scientific and technological subjects, including basic research, and studies in the engineering and social sciences, and humanities, and to extend financial, technical, and other assistance;
6. To initiate and formulate measures designed to promote scientific effort;
7. To submit to the President of the Philippines periodic reports of the status of the national science effort; and
8. To perform such other functions as may be directed or delegated by the President of the Philippines or authorized by law.

The Special Assistant to the President on Science Coordination is hereby authorized to call upon any department, bureau, office agency or instrumentality of the government, including government-owned or controlled corporations, for such assistance, information or coordination measures as it may need in the performance of his functions.

This Order shall take effect as of February 3, 1958.

Done in the City of Manila, this 15th day of April, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
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MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 295
CREATING THE MUNICIPALITY OF SULOP IN THE PROVINCE OF DAVAO.

Upon the recommendation of the Provincial Board of Davao and pursuant to the provisions of Section 68 of the Revised Administrative Code, the barrio of Sulop and other barrios and sitios adjacent to it, all of the municipality of Padada, province of Davao, are hereby segregated from said municipality and organized into an independent municipality in said province, to be known as the municipality of Sulop with the seat of government at the barrio of Sulop.

The boundary which shall separate the municipality of Sulop from its mother municipality of Padada shall be the following:

From the point on the Davao Gulf where the water of said Gulf meets the land at high tide exactly east of BBM No. 10, Cad. 275, westward to said BBM No. 10, thence in a straight line to BBM No. 18, Cad. 275, thence in a straight east to west line to the point of the intersection of this line with the Cotabato-Davao boundary.

The boundary of the municipality of Sulop in the south shall be the Padada-Malalag boundary as defined in Republic Act No. 1008, as follows:

“From east to west, the Balasinon River from the Gulf of Davao to Km. 327 of the Digos-Malalag-Makar Road and a straight line along latitude 6° 36’ from the said Km. 327 to the boundary line between the provinces of Davao and Cotabato.” (Based upon Republic Act No. 1008 and the sketch plan of the proposed municipality of Sulop submitted to this Office with Provincial Board Resolution No. 31, current series.)

The municipality of Padada shall have its present territory minus the portions thereof which are included in the municipality of Sulop.

The municipality of Sulop shall begin to exist upon the appointment and qualification of the Mayor, vice-mayor, and a majority of the councilors thereof.

Done in the City of Manila, this 24th day of April, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
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MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 296

AMENDING SECTION 5 OF EXECUTIVE ORDER NO. 278 DATED NOVEMBER 7, 1957,
ENTITLED “PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION
PLAN NO. 2-A RELATIVE TO STANDARDIZED PAY.”

Section 5 of Executive Order No. 278 dated November 7, 1957, is hereby amended to read as follows:

“Sec. 5. No department, office or other entity of the National Government, excluding government owned or controlled corporations, shall fill a position with salary of at least P3960 per annum which is now vacant or subsequently becomes vacant without prior approval of the President. Requests for authorization to fill vacant positions shall be initiated by the head of the department or office concerned and must show compelling reasons to the satisfaction of the President why it is absolutely necessary for the effective continuation of the work of the department or office concerned to fill the vacant position. Ordinarily, consideration will be given only to filling positions requiring highly specialized work of a unique nature. Approval will usually not be given to fill positions which are similar to other filled positions in the entity. Officers or employees violating the provisions of this Section shall be personally liable for the amount of salaries and wages paid without prior authority and may be subject to further disciplinary action.”

Done in the City of Manila, this 14th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 297
CREATING A COUNCIL OF STATE

By virtue of the powers vested in me by law, I, CARLOS P. GARCIA, President of the Philippines, do hereby create a Council of State whose duty shall be to advise the President on such matters of public policy as he may from time to time lay before it.

The Council of State shall be composed of the following:

1. The Vice-President
2. The President of the Senate
3. The Speaker of the House of Representatives
4. The Members of the Cabinet with portfolios
5. The President pro-tempore of the Senate
6. The Speaker pro-tempore of the House of Representatives
7. The Majority Floor Leader of the Senate
8. The Majority Floor Leader of the House of Representatives
9. The Chairman of the National Economic Council who is concurrently Coordinator of U. S. Aid and Philippine Counterpart Funds
10. The President, Governors and City Mayors League of the Philippines
11. The Commissioner of the Budget
12. Hon. Sergio Osmeña, Sr.
13. Gen. Emilio Aguinaldo
14. Hon. Jose P. Laurel
15. Hon. Claro M. Recto
16. Hon. Cornelio T. Villareal

and such other persons as the President may appoint from time to time.

Done in the City of Manila, this 14th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 298

AMENDING EXECUTIVE ORDER NO. 272 DATED OCTOBER 4, 1957, ENTITLED
“CONVERTING THE MUNICIPAL DISTRICTS OF BAUNGON, KIBAWA, LIBONA, MARAMAG,
AND SUMILAO, ALL IN THE PROVINCE OF BUKIDNON, INTO MUNICIPALITIES IN THE
SAME PROVINCE.”

The first paragraph of Executive Order No. 272 dated October 4, 1957, is hereby amended to read as follows:

“Upon the recommendation of the Provincial Governor of Bukidnon, and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the municipal districts of Baungon, Kibawe, Libona, Maramag and Sumilao, all in the province of Bukidnon, are hereby converted into regular municipalities and placed under the operation of Chapter 64 of the Administrative Code, as amended. Their respective seats of government and territorial jurisdictions shall be as heretofore.”

Done in the City of Manila, this 18th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 299
CREATING AN ADVISORY COMMITTEE ON THE TOBACCO INDUSTRY.

WHEREAS, the Philippine Tobacco Industry is beset as a major industry with many problems and difficulties which directly affect the people dependent upon it for their means of livelihood and retard the development of the national economy; and

WHEREAS, the administration of the tobacco support program and the implementation of laws for the development and protection of the tobacco industry need careful study in order to achieve their laudable objectives;

NOW, THEREFORE, I, CARLOS P. GARCIA, President of the Philippines, by virtue of the powers vested in me by law, do hereby create an Advisory Committee on the Tobacco Industry, composed of a Chairman and four Members to be designated by the President, to study and investigate all phases of the tobacco industry and advise the President on matters affecting said industry.

The Committee shall have the powers of an investigating committee under Sections 71 and 580 of the Revised Administrative Code, including the power to summon witnesses, administer oaths, and take testimony relevant to the investigation. It is hereby authorized to require the services of the National Bureau of Investigation, the Philippine Constabulary, the Bureau of Internal Revenue, the Bureau of Customs and other agencies of the Government in the performance of its work.

The Committee shall submit to the President of the Philippines as soon as possible a report of its findings, together with its recommendations.

Done in the City of Manila, this 21st day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 300
AMENDING EXECUTIVE ORDER NO. 263 DATED AUGUST 15, 1957, ENTITLED “CREATING
THE PINAGLABANAN COMMEMORATIVE COMMISSION.”

By virtue of the powers vested in me by law, I, CARLOS P. GARCIA, President of the Philippines, do hereby amend Executive Order No. 263 dated August 15, 1957, by designating the Honorable Benedicto Padilla and the Honorable Francisco Sumulong in lieu of the late Congressman Eulogio Rodriguez, Jr. and former Congressman Serafin Salvador, respectively, as members of the Pinaglabanan Commemorative Commission created therein.

The Secretary of Public Works and Communications and the Commissioner of Public Highways are hereby included as additional members of the Commission.

Done in the City of Manila, this 29th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
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MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 301

TRANSFERRING THE SEAT OF GOVERNMENT OF THE MUNICIPALITY OF ESCALANTE,
PROVINCE OF NEGROS OCCIDENTAL, FROM ITS PRESENT SITE AT THE POBLACION TO
THE BARRIO OF BALINTAWAK, SAME MUNICIPALITY.

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the seat of government of the municipality of Escalante, province of Negros Occidental, is hereby transferred from its present site at the poblacion to the barrio of Balintawak, same municipality.

This Order shall take effect immediately.

Done in the City of Manila, this 30th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 302

**REGULATIONS GOVERNING THE DISCHARGE OR SEPARATION BY ADMINISTRATIVE
ACTION OF OFFICERS IN THE REGULAR FORCE AND RESERVE OFFICERS ON EXTENDED
TOUR OF ACTIVE DUTY.**

Pursuant to the authority conferred upon me by the Constitution and existing laws, I, CARLOS P. GARCIA, President of the Philippines, do hereby prescribe the following rules and regulations governing the discharge or separation by administrative action of officers in the Regular Force, Armed Forces of the Philippines, and Reserve Officers on extended tour of active duty for six months or more:

I. DISCHARGE OR SEPARATION FROM THE SERVICE

1. Officers of the Regular Force, Armed Forces of the Philippines, and Reserve Officers serving on extended tour of active duty for six months or more shall be administratively discharged or separated from the service only upon the approval of the President. Unless otherwise specifically provided by law, such discharge or separation shall be in accordance with the regulations and procedure set forth in this Order and implementing regulations not inconsistent therewith. Whenever used in this Order, the words “officer” and “officers” shall be understood to refer to an officer or officers of the Regular Force and to an officer or officers of the Reserve Force serving on extended tour of active duty for six months or more.

2. a. Whenever the Chief of Staff, Armed Forces of the Philippines, or the Commander of a Major Service believes that an officer under his command has failed to demonstrate satisfactory qualifications as an officer, his name and record shall be submitted to the appropriate Efficiency and Separation Board, as hereinafter provided, for the determination of his suitability or fitness for retention in the service.

b. The several Efficiency and Separation Boards shall annually review the personal records and efficiency of all officers assigned to the command to which the Boards pertain. They shall recommend for discharge or separation those whose qualifications and efficiency are unsatisfactory.

c. When an officer’s elimination from the Regular Force is made mandatory by operation of the provisions of Republic Act No. 291, as amended, his name and record shall be referred forthwith to the appropriate Efficiency and Separation Board. It shall be the sole function of the Board in such cases to determine whether the officer’s separation is due to his misconduct, willful failure, the intemperate use of drugs or alcoholic liquor, or vicious or immoral habits.

3. Any officer discharged or separated from the service for reasons other than his own misconduct, willful failure to perform his duties, the intemperate use of drugs or alcoholic liquor, or vicious or immoral habits, shall be entitled to such gratuity, pension, separation pay or retirement benefits as may be authorized by law.

II. EFFICIENCY AND SEPARATION BOARDS

4. a. An Efficiency and Separation Board shall be and is hereby established for the General Headquarters, Armed Forces of the Philippines, and for each of the Major Services of the Armed Forces of the Philippines. The members of the several Boards shall be appointed by the Secretary of National Defense, who shall designate the Chairman thereof.

b. The members of each Efficiency and Separation Board will serve for a term of one year, unless sooner relieved by the Secretary of National Defense. Before entering upon the discharge of their duties, the members shall take their oath of office.

5. Each Efficiency and Separation Board shall have jurisdiction to pass upon the discharge or separation of officers assigned to the Major Service to which the Board pertains. All general and flag officers, irrespective of their assignment, and officers assigned to the General Headquarters, Armed Forces of the Philippines, and units directly under it, shall fall under the jurisdiction of the Efficiency and Separation Board for the said General Headquarters.

6. a. An Efficiency and Separation Board shall be composed of not less than three nor more than seven officers who shall be appointed from among officers assigned to the command to which the Board pertains. As far as practicable, the voting members shall be senior in permanent grade to any officer being considered by the Board and shall not be below the permanent grade of Colonel.

b. The Chief of Staff, the Vice-Chief of Staff, the Deputy Chief of Staff and the Assistant Chief of Staff for Personnel of the Armed Forces of the Philippines; and the Commander, Deputy or Vice Commander, Chief of Staff and Assistant Chief of Staff for Personnel of any Major Service, shall not be a member of any Efficiency and Separation Board.

c. No member shall serve on the same Board more than twice consecutively.

7. The Commander of the command to which the Efficiency and Separation Board pertains shall provide such office supplies, clerical assistance and office space as may be required by the Board. He shall designate an officer to serve, without vote, as its Secretary. The Board shall be furnished with the complete official records of the officers falling under its jurisdiction.

8. a. The proceedings and decisions of the Board shall be confidential. A majority of all the members of the Board shall constitute a quorum. All decisions shall be reached by a majority vote of the members present.

b. In determining the officer's suitability to remain in the service, the Board shall weigh his proficiency, experience, accomplishments, attitude, ability, and his character and general value to the service. Due weight shall be given to such findings and recommendations of a Selection Board, pursuant to Republic Act No. 291, as amended, as may have a bearing on the officer's present fitness for retention in the service. No weight shall attach to any political, social, financial, or any other factor not military in nature.

9. Any officer under consideration for separation pursuant to this Order shall be notified of such fact. He shall be permitted counsel of his own selection. The officer shall have the right to appear before the Board personally or through counsel, to present any fact, argument, or witness in his behalf or any other matter pertinent to his case. He shall be informed of all the evidence, charges and reports against him and shall be given full opportunity to refute the same.

10. a. The Board shall recommend specifically in each case that the officer be retained or that the officer be separated from the active service, subject to the limitation in paragraph 2c of this Order. If retention is recommended and concurred in by the Commander of the command to which the Board pertains, the case shall be considered closed and the officer shall be notified thereof in writing. If the

proper Commander does not concur in the recommendation for retention, the case shall be forwarded to the Board of Review for proceedings in accordance with Title III of this Order.

b. When separation from the service is recommended, the Efficiency and Separation Board shall submit a complete report of the case and the record of investigation to the Board of Review established under Title III of this Order.

c. Provided, That in cases arising under paragraph 2c of this Order, the Efficiency and Separation Board shall submit its report and the records of the case to the President through the Chief of Staff and the Secretary of National Defense. The report shall specify the particular provision of paragraph 2 of this Order under which the Board took cognizance of the case; whether the recommendation for separation is based on the officer's own misconduct, willful failure to perform his duties, the intemperate use of drugs or alcohol liquor, or vicious or immoral habits; and such other matters as the Board may deem pertinent.

d. Should the Efficiency and Separation Boards determine that an officer's separation is not due to his own misconduct, willful failure to perform his duties, the intemperate use of drugs or alcoholic liquor, or vicious or immoral habits, and he is eligible for retirement, the Board shall recommend his retirement under the applicable provisions of Republic Act No. 340, as amended.

III. BOARD OF REVIEW

11. A Board of Review shall be and is hereby established to review each case in which an Efficiency and Separation Board has recommended the discharge or separation of an officer, and cases requiring review pursuant to paragraph 10a of this Order, including cases decided by an Efficiency and Separation Board pursuant to paragraph 2c of this Order.

12. a. The Board of Review shall consist of not less than three members to be appointed by the Secretary of National Defense, one of whom shall be an officer of The Judge Advocate General's Service. A Secretary without vote shall be appointed to assist the Board of Review.

b. The members, except the member belonging to The Judge Advocate General's Service, shall not be below the permanent grade of colonel or captain in the Navy. The most senior thereof shall be designated as the President of the Board.

c. No hearing or deliberation shall be conducted with less than three members present, or such larger number as constitutes a majority of those detailed expressly to hear a particular case: Provided, That the member belonging to The Judge Advocate General's Service must be present at all hearings and deliberations of the Board.

d. Before entering upon the discharge of their duties, the members of the Board of Review shall take an oath of office.

13. a. The officer concerned shall be given reasonable opportunity to prepare his case and to present it personally or by counsel before the Board of Review. Upon his request, the Board of Review will furnish him or his counsel a copy of the report of the Efficiency and Separation Board on his case.

b. The Board of Review will not receive evidence anew. Should the officer concerned request in writing that he be allowed to present additional evidence, and the Board of Review finds that such evidence (1) is material, (2) could not with reasonable diligence have been produced at the investigation by the Efficiency and Separation Board, and (3) would probably change the findings and recommendations in the case, the Board of Review shall remand the case to the same Efficiency and Separation Board that originally took action thereon or to the Board constituted at the time that remand is made in the event that the former can not be convened for reasons of unavailability of at

least the majority of the members thereof for the reception of such additional evidence and such other action as the evidence so adduced may warrant.

c. The Board of Review may also remand a case to the appropriate Efficiency and Separation Board for such further action or proceedings as, in the opinion of the Board of Review, is necessary for a full, fair and impartial investigation.

14. a. The proceedings and decisions of the Board of Review shall be confidential. A majority of the members present must agree on every decision reached by the Board. Every decision on the merits of the case must be in writing and shall contain a rationale.

b. The Board of Review shall decide in each case whether the officer concerned should be retained in the service or separated. If it decides that the officer should be retained, the case shall be considered closed and the officer shall be notified thereof in writing.

c. If the Board of Review decides that the officer should be separated from the service, its decision, together with the report of the Efficiency and Separation Board and the complete records of the case, shall be forwarded to the President through the Chief of Staff, Armed Forces of the Philippines, and the Secretary of National Defense.

d. In each case where the Board of Review decides on the separation of an officer, it shall make an express finding as to whether the officer's separation is attributable to his own misconduct, willful failure to perform his duties, the intemperate use of drugs or alcoholic liquor, or vicious or immoral habits.

IV. MISCELLANEOUS

15. The Secretary of National Defense shall promulgate from time to time such rules and regulations, not inconsistent with the foregoing provisions, as may be necessary to carry out the purpose and intent of this Order.

16. Executive Order No. 169, dated October 15, 1938, is hereby repealed, except that cases already considered by the Efficiency and Separation Board under the said Order and awaiting final action by the President shall be governed by the provisions thereof.

Done in the City of Manila, this 5th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 303

AMENDING EXECUTIVE ORDER NO. 286, CURRENT SERIES, RECLASSIFYING ALL CHARTERED CITIES, EXCEPT MANILA, BAGUIO AND QUEZON CITIES, SO AS TO ADJUST THE CLASSIFICATION OF THE CITY OF BASILAN.

Pursuant to the provisions of section one of Republic Act Numbered Eight hundred and forty, the City of Basilan is hereby reclassified as first class, on the basis of its total revenue of One million four thousand seven hundred sixteen pesos and ninety-nine centavos (₱1,004,716.99) during the fiscal year ended June 30, 1957, as adjusted and certified by the General Auditing Office.

This amends accordingly Executive Order No. 286, current series, insofar as the reclassification of the City of Basilan is concerned.

The reclassification herein made takes effect as of July 1, 1957.

Done in the City of Manila, this 5th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
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MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 304
ESTABLISHING A VOLUNTARY PAYROLL AND SAVINGS PLAN FOR OFFICERS AND
EMPLOYEES OF THE PHILIPPINE GOVERNMENT.

WHEREAS, it would be to the convenience, interest and security of the Philippine Government that a practical procedure be provided whereby its officers and employees may regularly, safely and automatically save a part of their salaries or wages through a voluntary system of payroll saving allotments;

WHEREAS, to assist in the effective prosecution of the nation's investment program, there is an urgent need for mobilizing these savings and channelling them into projects and works that will accelerate our economic and industrial development; and

WHEREAS, this objective can be effectively accomplished by enabling government officers and employees to invest in government bonds and other public securities that yield suitable and attractive interest;

NOW, THEREFORE, I, CARLOS P. GARCIA, President of the Philippines, by virtue of the powers vested in me by law, do hereby authorize the establishment in all government offices, agencies and instrumentalities, including the government-owned or controlled corporations, of a Voluntary Payroll Savings Plan to assist and accommodate all public officers and employees who may desire to save and invest in government bonds of their choice. The plan shall be operated and maintained by the office or entity concerned free of any expense or financial obligation on the part of the members thereof. The Central Bank of the Philippines is hereby charged with the implementation of this Order, the establishment, operation, and servicing of the savings plan and for this purpose it is authorized to issue the needed rules and regulations therefor.

This Order shall take effect immediately.

Done in the City of Manila, this 5th day of May, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). [*Executive Order Nos.: 244 - 327*]. Manila: Presidential Museum and Library.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 305
PROVIDING INSTRUCTIONS TO BE FOLLOWED IN THE CONDUCT OF PUBLIC AFFAIRS
DURING THE TIME THAT THE PRESIDENT IS OUTSIDE THE PHILIPPINES.

The following instructions are hereby issued for the conduct of public affairs during the absence of the President from the Philippines, from June 15, 1958, until he returns from abroad:

1. The President of the Philippines shall continue to exercise all the functions of his office as enjoined by the Constitution and the laws, in the same manner as when he is within the national territory. The Executive Secretary shall, as heretofore, sign all papers that are ordinarily signed by him by or under the authority of the President.

2. Each Secretary of Department shall attend to and decide matters which pertain to his Department and which under the law he may decide. On those matters which require approval of the President, in case urgent action is needed, such approval shall be obtained by radio. On other departmental business which, although within the jurisdiction of a Secretary of Department, are of such importance as to affect the general policies of the Government and, therefore, should be the subject of consultation with the President, the Secretary concerned may communicate for such purpose with the President by radio or other convenient means of communication.

3. The Cabinet shall hold its regular meetings and shall meet at such other times as may be necessary. The Secretary of Finance shall preside over the meetings. Matters which have heretofore been acted upon by the Cabinet shall continue to be considered and decided by the Cabinet: Provided, however, That in the absence of unanimity of opinion on any important question submitted, no decision shall be taken until it shall have been submitted to the President.

4. All official communications to the President, whether by letter or by radio, shall be transmitted through or by the Executive Secretary.

5. The Secretary of Foreign Affairs shall represent the President in social functions requiring the presence of the latter and shall preside over official ceremonies, receive and return the official calls of foreign dignitaries in behalf and in representation of the President, and on such occasions the Secretary of Foreign Affairs shall be entitled to the honors and courtesies due the President of the Philippines.

Done in the City of Manila, this 11th day of June, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). [*Executive Order Nos.: 244 - 327*]. Manila: Presidential Museum and Library.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 306
CREATING THE PRESIDENTIAL COMMITTEE ON ADMINISTRATION PERFORMANCE
EFFICIENCY UNDER THE OFFICE OF THE PRESIDENT

WHEREAS, in order to achieve higher efficiency and competence in the administration of government, there is need for more thorough study of official matters, issues, and problems demanding executive attention, consideration, and decision;

WHEREAS, for the early realization of national development plans and prompt solution of administration problems, it is necessary for the Office of the President to keep itself constantly informed as to the actual status, progress, and/or problems of governmental activity in the execution of the program of administration; and

WHEREAS, in order to insure the speedy and efficient performance of assigned duties, functions, and executive directives by the implementing government offices, agencies, and instrumentalities and/or their personnel, and to insure a more speedy and proper disposition of complaints and requests filed with the Office of the President, there is a need for direct communication and organized liaison with said offices, agencies, and instrumentalities to enable the Office of the President to effectively supervise and coordinate their performance of the duties and tasks duly assigned them;

NOW, THEREFORE, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby create the Presidential Committee on Administration Performance Efficiency as the executive instrumentality in the Office of the President that shall render the necessary services enumerated above to the end that administration of government may thereby attain higher proficiency, keep itself informed of actual conditions of the Republic, and prove more efficaciously responsive to the needs of our people.

1. The Presidential Committee on Administration Performance Efficiency shall be directly under, and responsible to, the President of the Philippines.

2. The Committee shall be headed by a Technical Assistant, to be designated by the President, and who shall be known as the Chairman. The Committee shall be composed of personnel who may be assigned or detailed to it from departments, bureaus, offices, agencies, and instrumentalities of the government upon the recommendation of the Chairman. The Chairman may call on the technical advisers to the President to assist in the study of, and/or give their expert advice on, matters within the scope of their respective fields.

3. The Committee shall have the following duties and functions:

a. Organize and maintain effective liaison between the Office of the President and the executive departments, bureaus, offices, agencies, and instrumentalities of the Government, including government-owned or controlled corporations.

b. Establish and operate a continuous and direct communications system between the Office of the President and the head offices of the executive departments, agencies, government-owned or controlled corporations, and/or instrumentalities of government discharging major roles in the program of administration set by the President of the Philippines.

c. Obtain, collect, and process periodically and when specifically required, such data on the status, situation, progress, and/or problems of governmental activity in general and of administration projects in particular as will make possible the evaluation of the performance efficiency of the governmental entities responsible therefor.

d. Conduct a thorough and careful analysis, research, and evaluative studies on specific matters, cases, or issues due for executive or Cabinet action, providing the necessary reference data, political and economic evaluations, legal opinion, and/or remedies, and such relevant official and confidential information as will provide guidance for executive deliberation.

e. Promote and effect the adoption of a coordinated uniform and/or standardized system of statistical research, reporting, and evaluation in governmental agencies for the purpose of facilitating the centralized collection of essential reference data and information.

f. Receive, process, and evaluate requests for official action or intervention of various executive departments, bureaus, offices, agencies, or instrumentalities of the government, including government-owned or controlled corporations and/or their personnel, within their duties as prescribed by law.

g. Receive, process, and evaluate complaints regarding the manner in which various executive departments, bureaus, offices, agencies, or instrumentalities of the government, including government-owned or controlled corporations and/or their personnel, are performing the duties entrusted to them by law.

h. Refer and/or endorse for action to the government office or agency concerned such complaints or requests as have been processed and evaluated, devising for this purpose a call-up and tracer system to expedite performance and to keep the Office of the President informed on the action accomplished or still due on such complaints and requests.

i. Make and submit, from time to time, a regular report on the overall conduct and performance of government, listing such governmental entities as are found indifferent, negligent, or confronted with problems, with appropriate recommendations for the improvement of the administration of government or of its essential services and operations.

j. Perform such other duties and related functions as the President of the Philippines may assign to it.

4. The Chairman of the Committee is hereby authorized to use any form of communication and transportation or means of conveyance in his official travels or those of his personnel.

5. The Chairman may request the proper government law-enforcement or service agencies to detail such personnel as may be necessary to expedite the investigation, fact-finding, or action on the complaints or requests filed with the Office of the President.

6. All Technical Advisers to the President shall make themselves available for consultation or assistance to the Committee in the performance of its task, either individually or in groups, when so requested by the Chairman.

7. All departments, bureaus, offices, agencies, and instrumentalities of the government, including the government-owned or controlled corporations, are directed to cooperate with, and assist the Presidential Committee on, Administration Performance Efficiency in effecting prompt and successful accomplishment of its assigned duties.

8. The Presidential Complaints and Action Committee created in Executive Order No. 19, dated March 17, 1954, is hereby abolished and all its records, properties, and equipment are transferred to the Presidential Committee on Administration Performance Efficiency herein created.

Done in the City of Manila, this 15th day of July, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(16), 4683-4684.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 307
PLACING THE ENTIRE ISLAND OF PAMILACAN UNDER THE JURISDICTION OF THE
MUNICIPALITY OF BACLAYON, PROVINCE OF BOHOL

Upon the recommendation of the Provincial Board of Bohol and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the entire Island of Pamilacan now jointly administered by the municipalities of Dauis and Baclayon, province of Bohol, is hereby placed under and annexed to the municipality of Baclayon, same province.

This Order shall take effect immediately.

Done in the City of Manila, this 15th day of July, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(16), 4684.

MALACANANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 308
CREATING THE MUNICIPALITY OF MAHAPLAG IN THE PROVINCE OF LEYTE

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios and sitios of Hilusig, Cuatro de Agosto, Liberacion, Himamara, Tagaytay, Hemaguimetan, Lower Mahaplag, Upper Mahaplag, Palanogan, Campin, Mabunga, Mahayag, Malinao, Union, Ugis, Mahayahay, Palahongon and Pinamono-an, all of the municipality of Abuyog, province of Leyte, are hereby segregated from said municipality and organized into an independent municipality to be known as the municipality of Mahaplag with the seat of government at the barrio of Mahaplag.

The municipality of Abuyog shall have the same territory minus that comprised in the municipality of Mahaplag.

The municipality of Mahaplag shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Abuyog, after the segregation therefrom of the barrios and sitios comprised in the municipality of Mahaplag, can still maintain creditably its municipal government, meet all its statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 21st day of July, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(17), 4897.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 309

AMENDING EXECUTIVE ORDER NO. 269, SERIES OF 1957, SO AS TO RETURN TO THE
MUNICIPALITY OF MAINIT, PROVINCE OF SURIGAO, THE BARRIO OF SIANA OF THE
MUNICIPALITY OF TUBOD, SAME PROVINCE

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrio of Siana which is included within the territory of the new municipality of Tubod, province of Surigao, is hereby segregated from the said municipality and returned to the municipality of Mainit, same province, to which it formerly belonged prior to its becoming part of Tubod.

This amends accordingly Executive Order No. 269, series of 1957, insofar as the territories of the municipalities of Tubod and Mainit are concerned.

Done in the City of Manila, this 24th day of July, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(17), 4897.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 310
DELEGATING TO THE SECRETARY OF AGRICULTURE AND NATURAL
RESOURCES AND THE UNDER-SECRETARY FOR NATURAL RESOURCES
THE POWER TO SIGN PATENTS AND CERTIFICATES

Pursuant to the authority conferred upon me by section 107 of Commonwealth Act No. 141, as amended by Republic Act No. 1172, I, Carlos P. Garcia, President of the Philippines, do hereby delegate to the Undersecretary for Natural Resources the power to sign patents or certificates covering lands not exceeding one hundred forty-four (144) hectares in area and to the Secretary of Agriculture and Natural Resources for those covering more than one hundred forty-four (144) hectares.

Done in the City of Manila, this 31st day of July, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(18), 5111.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 311

TRANSFERRING THE SEAT OF GOVERNMENT OF THE MUNICIPALITY OF TAGIG,
PROVINCE OF RIZAL, FROM ITS PRESENT SITE AT THE BARRIO OF SANTA ANA TO THE
BARRIO OF TUKTUKAN, SAME MUNICIPALITY

Pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the seat of government of the municipality of Tagig, province of Rizal, is hereby transferred from its present site at the barrio of Santa Ana to the barrio of Tuktukan of said municipality.

Done in the City of Manila, this 1st day of August, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(19), 5299.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 312

DIRECTING THE PAYMENT OF SALARIES OF GOVERNMENT OFFICIALS AND EMPLOYEES,
INCLUDING THOSE OF GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS,
ONCE A WEEK OR FOUR TIMES A MONTH

WHEREAS, under the present arrangement of paying the salaries of government officials and employees twice a month, the drawing of partial salaries before pay days has become a common practice;

WHEREAS, to stop this practice without causing inconvenience to the rank and file of government personnel, it is necessary to change the existing arrangement of paying the salaries of government officials and employees;

NOW, THEREFORE, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby direct the payment of salaries of government officials and employees, including those of government-owned or controlled corporations, once a week or four times a month.

This Order shall take effect as of August 1, 1958.

Done in the City of Manila, this 6th day of August, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(19), 5300.

MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 313

AMENDING EXECUTIVE ORDER NO. 467, SERIES OF 1951, INSOFAR AS THE BOUNDARIES
OF THE MUNICIPALITIES OF DIPOLOG, POLANCO AND NEW PIÑAN, ALL OF THE
PROVINCE OF ZAMBOANGA DEL NORTE, ARE CONCERNED.

Upon recommendation of the Provincial Board of Zamboanga del Norte and the Municipal Councils of Dipolog, Polanco and New Piñan, same province, contained in resolution adopted in their joint session held at the Provincial Capitol Building, Dipolog, on April 8, 1958, and pursuant to the provisions of Section 68 of the Revised Administrative Code, the boundaries of the Municipalities of Dipolog, Polanco and New Piñan, all of the Province of Zamboanga del Norte, as defined and fixed in Executive Order No. 467, series of 1951, organizing the municipalities of Polanco and New Piñan, are hereby modified and fixed as follows:

BOUNDARY LINES BETWEEN THE MUNICIPALITIES OF DIPOLOG
AND POLANCO.

From the intersection of LONGITUDE ONE HUNDRED TWENTY THREE DEGREES and TWENTY EIGHT MINUTES (123° & 28') and LATITUDE EIGHT DEGREES and THIRTEEN MINUTES (8° & 13') due WEST following the said LATITUDE until it intersects LONGITUDE ONE HUNDRED TWENTY THREE DEGREES and TWENTY MINUTES (123° & 20'); thence due NORTH following the said LONGITUDE until it intersects LATITUDE EIGHT DEGREES and TWENTY TWO MINUTES (8° & 22'); thence due EAST following the said LATITUDE until it intersects LONGITUDE ONE HUNDRED TWENTY THREE DEGREES and TWENTY TWO MINUTES (123° & 22'); thence due NORTH following the said LONGITUDE until it intersects the middle course of DIWAN RIVER; thence following downstream the said river to a point exactly NORTH OF DIWAN SCHOOL BUILDING; thence in a straight line to the confluence of GOSAWAN CREEK and LAYAWAN RIVER; thence following downstream of said river to a point exactly EAST of SCHOOL BUILDING of the sitio of SANGKOL, thence in a straight line to the sitio of Guinatolan; thence Northeast in a straight line crossing Dipolog River to the sitio of Balingbing; thence Northeast again in a straight line to M. B. M. No. 6 of Dipolog-Dapitan municipal boundary.

BOUNDARY LINES BETWEEN THE MUNICIPALITIES OF POLANCO
AND NEW PIÑAN.

From M.B.M. No. 15 of the Dipolog Cadastre, otherwise known as Dipolog-Dapitan municipal boundary in a straight line to Lingasad Bridge at sitio Sigabe (the last bridge from Dipolog to New Piñan; thence in a straight line to the confluence of Dipolog River and Disoy River; thence following upstream the said Disoy River until it intersects LONGITUDE HUNDRED TWENTY THREE DEGREES and TWENTY EIGHT MINUTES (123° & 28'); thence due SOUTH in a straight line following the said LONGITUDE until it intersects LATITUDE EIGHT DEGREES and THIRTEEN MINUTES (8° & 13') which was the former municipal boundaries of the municipalities of AURORA, DIPOLOG, and KATIPUNAN before the division of Zamboanga Province into Zamboanga del Norte and Zamboanga del Sur.

This accordingly amends Executive Order No. 467, series of 1951, insofar as the boundaries of the municipalities of Dipolog, Polanco and New Piñan are concerned.

Done in the City of Manila, this 6th day of August, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the Thirteenth.

(SGD.) **CARLOS P. GARCIA**
President of the Philippines

By the President:
(SGD.) **JUAN C. PAJO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *[Executive Order Nos.: 244 - 327]*. Manila: Presidential Museum and Library.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 314
CREATING THE MUNICIPALITY OF CANDONI IN THE PROVINCE OF NEGROS
OCCIDENTAL

Upon the recommendation of the Provincial Board of Negros Occidental and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrio Candoni in the municipality of Cauayan, province of Negros Occidental, is hereby segregated from said municipality and constituted into an independent municipality in said province, to be known as the municipality of Candoni.

The municipality of Candoni as herein constituted shall have the following boundaries:

“Beginning from the point of Northeastern corner of the political boundary of the municipality of Sipalay which is a common point on the boundary line between the municipalities of Sipalay and Cauayan running in a straight Northeasterly direction to the point of intersection of North Latitude 9° 52' with that of the boundary line common to the municipalities of Cauayan and Ilog; thence running in a Southwesterly direction following the common boundary line between the municipalities of Cauayan and Ilog to the common point on the boundaries common and between the municipalities of Asia, Cauayan, and Ilog, which is the intersection of North Latitude 9° 40' with that of the common boundary line between the municipalities of Cauayan and Ilog; thence in a straight east-to-west line along North Latitude 9° 40' which is the common boundary line between the municipalities of Cauayan and Asia to the point of its intersection with that of East Longitude 122° 35' which is the common point on the boundary lines between the municipalities of Asia, Sipalay, and Cauayan; thence in a straight south-to-north line along East Longitude 122° 35' which is the common boundary line between the municipalities of Sipalay and Cauayan to the point of beginning.” (As described by the Chief, Survey Party No. 14-A, Bureau of Lands, based on Resolutions Nos. 40 and 989, both series of 1958, of the Municipal Council of Cauayan and the Provincial Board of Negros Occidental, respectively.)

The municipality of Cauayan shall have its present territory minus the portions thereof which are included in the territory of the municipality of Candoni, as delimited above.

The municipality of Candoni shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Cauayan, after the segregation therefrom of the territory comprised in the municipality of Candoni, can still maintain creditably its municipal government, meet all its statutory and contractual obligations, and provide for the essential municipal services.

Done in the City of Manila, this 22nd day of August, in the year of Our Lord, nineteen hundred and fifty-eight and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(21), 5677.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 315
PRESCRIBING THE RULES OF PROCEDURE OF THE REPARATIONS COMMISSION

For the purpose of carrying out more effectively the provisions of Republic Act No. 1789 creating the Reparations Commission, and so as to have an appropriate and orderly procedure for the transaction of the business and performance of the duties and functions entrusted to it by law, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby prescribe the following rules of procedure for the observance of the Reparations Commission:

1. All acts of the Reparations Commission, hereinafter referred to as the Commission, with reference to important matters including, but not limited to, appointments of personnel, disbursement of funds, approval of applications for reparations goods, approval of contracts, determination of policies, and all other acts that are binding on the Commission as a body shall be in the form of resolutions reduced to writing, serially numbered, dated, signed by the Chairman, attested, and sealed by the Executive Director and Secretary of the Reparations Commission, and kept in a separate record book entitled: RESOLUTIONS OF THE REPARATIONS COMMISSION, to be preserved in bound volumes.

2. All proposed resolutions must be in writing and in correct form, delivered to the Executive Director and Secretary of the Commission by its author who should be either one of the two members of the Commission or its chairman. The executive director and secretary shall calendar the same for discussion of the Commission not less than three days after such delivery to him.

3. All proposed resolutions shall be discussed by the Commission in a formal meeting duly called for the purpose and which shall be held within the premises of the Reparations Commission.

4. A proposed resolution, in order to become an Act of the Commission, must be approved by at least one member of the Commission and its chairman in a formal meeting duly convened: Provided, however, That in case a resolution or measure is favored by two commissioners but objected to by the chairman, the matter shall be forwarded to the President for final decision.

5. No meeting of the Commission shall take place except when duly called by the executive director and the secretary, or anyone acting as his capacity, by authority of the chairman of the Commission or on request of two commissioners. Written notice of such meeting shall be served on all members of the Commission, including the chairman, at least 48 hours before such meeting. The chairman shall always preside all meetings of the Commission.

6. The Commission shall only be empowered to meet as a body to transact business with the presence of a quorum which shall consist of at least one member and the chairman. All actions taken or resolutions passed in the absence of a quorum shall be null and void.

7. The Commission may, by appropriate resolution, authorized the executive director and the secretary or any other official of the Commission to sign in his name and official capacity routinary

papers giving information or disposing of ordinary administrative matters. Such action shall, however, be on his own responsibility and shall not be binding on the Commission.

8. No member of the Commission, including the chairman, shall act or speak or decide for the Commission any matter pending before that body for decision or action within its authority. The official action of the Commission shall be expressed in its written resolutions duly authenticated as herein provided for and in no other form.

9. During the temporary absence of the chairman because of authorized leave, illness or inability to discharge his duties, the President of the Philippines only, and no other, may appoint an acting chairman when deemed by him necessary.

Done in the City of Manila, this 1st day of September, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(23), 6053-6054.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 316
EXTENDING THE PROHIBITION TO SLAUGHTER CARABAOS UP TO DECEMBER 31, 1958

In order to carry out effectively the provisions of Republic Act No. 11 and to conserve our work animals for agricultural purposes, I, Carlos P. Garcia, President of the Philippines, do hereby order:

1. The prohibition to slaughter carabaos under Executive Order No. 284, dated December 30, 1957, is hereby extended up to December 31, 1958.

2. Permits to slaughter carabaos may be issued by the Provincial Commander, subject to the following conditions:

- a.* That the carabao is twenty years old or over;
- b.* That the carabao is unfit for work;
- c.* That the carabao must be inspected by the Provincial Veterinarian and the Provincial Commander or their authorized representatives; and
- d.* That the Provincial Veterinarian and the Provincial Commander shall make a joint certification that the carabao is 20 years old or over and unfit for work.

3. In every case where a permit to slaughter carabao is issued, the Provincial Commander shall furnish the Office of the President copies of the pertinent papers.

This Order shall take effect as of July 1, 1958.

Done in the City of Manila, this 1st day of September, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(23), 6055.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 317
RECONSTITUTING THE NATIONAL SECURITY COUNCIL

Pursuant to the powers vested in me by law, I, Carlos P. Garcia, President of the Philippines, do hereby order that the National Security Council created under Executive Order No. 330, dated July 1, 1950, which superseded Executive Order No. 40, dated January 13, 1947, shall be composed of the following members:

The President of the Philippines	Chairman
The Vice-President of the Philippines	Member
The President of the Senate	"
The Speaker of the House of Representatives	"
The Secretary of Foreign Affairs	"
The Secretary of National Defense	"
The Secretary of Finance	"
The Secretary of Agriculture and Natural Resources	"
The Secretary of Justice	"
The Executive Secretary	"
The Press Secretary	"
The Majority Floor Leader of the Senate	"
The Minority Floor Leader of the House of Representatives	"
The Minority Floor Leader of the Senate	"
The Minority Floor Leader of the House of Representatives	"
The Chairman of the Committee on National Defense and Security of the Senate	"
The Chairman of the Committee on National Defense and Security of the House of Representatives	"
The Chairman of the Committee on Foreign Affairs of the Senate	"
The Chairman of the Committee on Foreign Affairs of the House of Representatives	"
All past Presidents of the Philippines	"

The Executive Secretary shall act as the Secretary of the Council and the Press Secretary shall take charge of the informational phase of the activities of the Council.

The Chief of Staff of the Armed Forces of the Philippines, the Director of the National Intelligence Coordinating Agency, and the Civil Defense Administrator shall act as Technical Advisers of the Council.

The National Security Council shall advise the President on matters of national security and defense and make recommendations on such other subjects as the President may from time to time submit for study and consideration. It shall also perform the duties and functions prescribed in Sections 1 and 2 of Executive Order No. 35, dated May 20, 1954.

Done in the City of Manila, this 2nd day of September, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA

President of the Philippines

By the President:

JUAN C. PAJO

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(23), 6055-6056.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 318

FURTHER AMENDING THE FOURTH PARAGRAPH OF EXECUTIVE ORDER NO. 298,
DATED AUGUST 12, 1940, ENTITLED “PRESCRIBING THE AUTOMATIC RENEWAL OF
CONTRACTS, REQUIRING PUBLIC BIDDING BEFORE ENTERING INTO NEW CONTRACTS,
AND PROVIDING EXCEPTIONS THEREFOR,” AS INSERTED BY EXECUTIVE ORDER
NO. 146, DATED DECEMBER 27, 1955, AND AMENDED BY EXECUTIVE ORDER NO. 212,
DATED NOVEMBER 6, 1956

The fourth paragraph of Executive Order No. 298, dated August 12, 1940, as inserted by Executive Order No. 146, dated December 27, 1955, and amended by Executive Order No. 212, dated November 6, 1956, is hereby further amended to read as follows:

“However, highway district engineers, city engineers, or project engineers can make direct purchases with any known company in their respective provinces, or in nearby provinces, of spare parts for machinery and equipment used in public works which are of the make of the company and/or locally manufactured spare parts of any make which have been tested and found satisfactory by the Secretary of Public Works and Communications and at its prices, less the usual discount extended to government offices and another discount for cash purchases, provided that if such purchases exceed ₱3,000.00 per month, prior authority shall be secured from the Secretary of Public Works and Communications; *and, provided, further*, that except in cases of urgently needed spare parts for immediate use and not for the purpose of carrying them in stock, the approval of the Auditor General or his authorized representative shall be secured before such direct purchases are made.”

Done in the City of Manila, this 17th day of September, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(25), 6399-6400.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 319
CREATING A COMMITTEE TO DETERMINE THE MINIMUM AND MAXIMUM SELLING
PRICES OF PALAY AND CORN FOR THE VARIOUS REGIONS OF THE PHILIPPINES

For the purpose of extending protection to the producers of rice and corn throughout the Philippines by assuring them the recovery of the cost of production including a fair return from their investments in providing these basic commodities for our people, and so as to offer sufficient incentives for their continued efforts in improving the quantity and quality of the yield of their farms, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby create a committee composed of the following:

Undersecretary Jose M. Trinidad, in representation of the Department of Agriculture and Natural Resources	Chairman
Undersecretary Agapito Braganza, in representation of the Department of Labor	Member
Mr. Francisco Sacay, in representation of the Agricultural Credit and Cooperative Financing Administration	Member
Mr. Jose Drilon, in representation of the National Rice and Corn Corporation	Member
Mr. Mario Moreno, in representation of the producers	Member
Mrs. Remedios Fortich, in representation of the National Resettlement and Rehabilitation Administration	Member

The committee shall have the following powers, duties, and functions:

1. To determine the minimum (floor) and maximum (ceiling) price per cavan of palay and corn for the various regions of the country producing said commodities;
2. To determine the financing requirements of the Government for the procurement of palay and corn from the producers thereof at the minimum and maximum prices it may fix; and
3. To exercise the powers, duties, and functions conferred by this Order before each planting season, and for this purpose to meet as a body at the proper time and place it may designate.

The committee is hereby authorized to call upon any department, bureau, office, agency, or instrumentality of the Government, including the corporations owned or controlled by the same, for such information or assistance as it need in the performance of its work.

Done in the City of Manila, this 13th day of November, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(33), 7711-7712.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 320
PRESCRIBING THE RULES OF PROCEDURE OF THE REPARATIONS COMMISSION

For the purpose of carrying out more effectively the provisions of Republic Act No. 1789 creating the Reparations Commission, and so as to have an appropriate and orderly procedure for the transaction of the business and performance of the duties and functions entrusted to it by law, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by the Constitution and laws of the Philippines, do hereby prescribe the following rules of procedure for the observance of the Reparations Commission:

1. All acts of the Reparations Commission, hereinafter referred to as the Commission, with reference to important matters including, but not limited to, appointments of personnel, disbursement of funds, approval of applications for reparations goods, approval of contracts, determination of policies, and all other acts that are binding on the Commission as a body shall be in the form of Resolutions reduced to writing, serially numbered, dated, signed by the Chairman and the two members of the Commission, attested and sealed by the Executive Director and Secretary of the Reparations Commission, and kept in a separate record book entitled: Resolutions of the Reparations Commission, to be preserved in bound volumes.

2. All proposed resolutions must be in writing and in correct form, delivered to the Executive Director and Secretary of the Commission by its author who should be either one of the two members of the Commission or its Chairman. The Executive Director and Secretary shall calendar the same for discussion of the Commission not less than three days after such delivery to him.

3. A proposed resolution, in order to become an Act of the Commission, must be approved by the unanimous vote of the Chairman and two members of the Commission.

4. No meeting of the Commission shall take place except when duly called by the Executive Director and Secretary, or anyone acting in his capacity, by authority of the Chairman of the Commission or on request of two commissioners. Written notice of such meeting shall be served on all members of the Commission, including the Chairman, at least forty-eight (48) hours before such meeting. The Chairman shall always preside over all meetings of the Commission.

5. The Commission shall only be empowered to meet as a body to transact business with the presence of a quorum which shall consist of the Chairman and the two members of the Commission. All actions taken or resolutions passed in the absence of a quorum shall be null and void.

6. The Commission may, by appropriate resolution, authorize the Chairman and each member of the Commission to sign papers and communications pertaining to their respective departments. Likewise, the Executive Director and Secretary or any other official of the Commission, so authorized

by appropriate resolution of the Commission, may sign in his name and official capacity routine papers giving information or disposing of ordinary administrative matters.

7. No member of the Commission, including the Chairman, shall act or speak on, or decide for, the Commission, any matter pending before that body for decision or action within its authority. The official action of the Commission shall be expressed in its written resolution duly authenticated as herein provided for and in no other form. Appointments shall be signed by the Chairman.

8. In case of illness or inability of the Chairman to discharge his duties, the President of the Philippines, being so advised by the Executive Director and Secretary, may designate any one of the other two commissioners as Acting Chairman, without additional emoluments, who shall assume the duties and obligations and exercise the powers and prerogatives of the Chairman.

This supersedes Executive Order No. 315, dated September 1, 1958.

Done in the City of Manila, this 14th day of November, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA

President of the Philippines

By the President:

JUAN C. PAJO

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(33), 7712-7714.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 321

AMENDING SECTION 3 OF EXECUTIVE ORDER NO. 278, DATED NOVEMBER 7, 1957,
ENTITLED “PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION
PLAN NO. 2-A RELATIVE TO STANDARDIZED PAY”

By virtue of the powers vested in me by law, I, Carlos P. Garcia, President of the Philippines, do hereby amend section 3 of Executive Order No. 278, dated November 7, 1957, to read as follows:

(“SEC. 3. No salary increase shall be granted to an officer or employee of any department, office, or other entity of the National Government, including government-owned or controlled corporations, which raises his actual salary above the minimum of the salary range of the class to which his position is allocated by WAPCO until the salaries for all positions in the department, office, corporation, or other entity have been adjusted to the minimum of their respective authorized salary ranges: *Provided, That when the officer or employee had previously received a higher salary in the government service, he may be allowed a salary rate within the range allocation of the position not exceeding his previous salary or the authorized salary for the position, whichever is lower.*”

The provisions of this Executive Order shall take effect as of July 1, 1958.

Done in the City of Manila, this 14th day of November, in the year of our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the twelfth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(33), 7714-7715.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 322
PROVIDING INSTRUCTIONS TO BE FOLLOWED IN THE CONDUCT OF PUBLIC AFFAIRS
DURING THE TIME THAT THE PRESIDENT IS OUTSIDE THE PHILIPPINES.

The following instructions are hereby issued for the conduct of public affairs during the absence of the President from the Philippines, on the occasion of his official visit to Japan from December 1, 1958, until he returns from abroad:

1. The President of the Philippines shall continue to exercise all the functions of his office as enjoined by the Constitution and the laws, in the same manner as when he is within the national territory. The Executive Secretary shall, as heretofore, sign all papers that are ordinarily signed by him by or under the authority of the President.

2. Each Secretary of Department shall attend to and decide matters which pertain to his Department and which under the law he may decide. On those matters which require approval of the President, in case urgent action is needed, such approval shall be obtained by cable. On other departmental business which, although within the jurisdiction of a Secretary of Department, are of such importance as to affect the general policies of the Government and, therefore, should be the subject of consultation with the President, the Secretary concerned may communicate for such purpose with the President by cable or other convenient means of communication.

3. The Cabinet shall hold its regular meetings and shall meet at such other times as may be necessary. The Secretary of Finance shall preside over the meetings. Matters which have heretofore been acted upon by the Cabinet shall continue to be considered and decided by the Cabinet: *Provided, however,* That in the absence of unanimity of opinion on any important question submitted, no decision shall be taken until it shall have been submitted to the President.

4. All official communications to the President, whether by letter or by radio, shall be transmitted through or by the Executive Secretary.

5. The Executive Secretary shall represent the President in social functions requiring the presence of the latter and shall preside over official ceremonies, receive and return the official calls of foreign dignitaries in behalf and in representation of the President, and on such occasions the Executive Secretary shall be entitled to the honors and courtesies due the President of the Philippines.

Done in the City of Manila, this 29th day of November, in the year of Our Lord, nineteen hundred and fifty-eight and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(37), 8407-8408.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 323
CREATING THE MUNICIPALITY OF TUKURAN IN THE PROVINCE OF
ZAMBOANGA DEL SUR

Upon the recommendation of the Provincial Board of Zamboanga del Sur, and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the barrios of Tukuran, Luya, Tinotungan, Militar, and Tagolo and their respective sitios, all of the municipality of Labangan, province of Zamboanga del Sur, are hereby segregated from said municipality and organized into an independent municipality to be known as the municipality of Tukuran with the seat of government at the barrio of Tukuran.

The municipality of Tukuran as herein organized shall have the following boundaries:

“Beginning at Point 1, mouth of Bayao Creek, following its upstream course to point 2, a distance of 2,900 meters; thence to point 3, N51°–00’W a distance of 6,500 meters; thence to point 4, N69°–00’W a distance of 10,500 meters; thence due east to point 5, Intersection of Tukuran River and lat. 8°–00’N a distance of 3,700 meters; thence following the downstream course of Tukuran River to point 6, junction of Alegria Creek and Tukuran River, a distance of about 16,100 meters; thence to point 7, in a southeasterly direction until it intersects the Aurora-Pagadian National Road at Km. 142, a distance of 3,700 meters; thence to point 8, S23°–00’E until it intersects the political boundary of the provinces of Zamboanga del Sur and Lanao, a distance of 5,400 meters; thence following the said political boundary in a southwesterly direction to the shoreline to point 9, a distance of 3,100 meters and thence following the shoreline back to point 1, mouth of Bayao Creek.”

The municipality of Labangan shall have its present territory minus the portions thereof which are included in the municipality of Tukuran, as delimited above.

The municipality of Tukuran shall begin to exist upon the appointment and qualification of the mayor, vice-mayor, and a majority of the councilors thereof and upon the certification by the Secretary of Finance that said municipality is financially capable of implementing the provisions of the Minimum Wage Law and providing for all the statutory obligations and ordinary essential services of a regular municipality and that the mother municipality of Labangan, after the segregation therefrom of the territory comprised in the municipality of Tukuran, can still maintain creditably its municipal government and provide for the essential municipal services.

Done in the City of Manila, this 29th day of November, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(37), 8409.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 324

ANNEXING THE BARRIO OF TAWAGAN NORTE, MUNICIPALITY OF PAGADIAN,
ZAMBOANGA DEL SUR, TO THE MUNICIPALITY OF LABAÑGAN, SAME PROVINCE

Upon the recommendation of the Provincial Board of Zamboanga del Sur, and pursuant to the provisions of section 68 of the Revised Administrative Code, the Barrio of Tawagan Norte, Municipality of Pagadian, is hereby annexed to the Municipality of Labañgan, same province.

The annexation herein made shall take effect on the same date that the new municipality of Tukuran, Province of Zamboanga del Sur, begins to exist.

Done in the City of Manila, this 29th day of November, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA

President of the Philippines

By the President:

JUAN C. PAJO

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(37), 8410.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 325

AMENDING EXECUTIVE ORDER NO. 85, SERIES OF 1947, INsofar AS THE BOUNDARIES
BETWEEN THE MUNICIPALITIES OF CALAMBA AND PLARIDEL, BOTH IN THE PROVINCE
OF MISAMIS OCCIDENTAL ARE CONCERNED

Upon the recommendation of the Provincial Board of Misamis Occidental and pursuant to the provisions of section sixty-eight of the Revised Administrative Code, the boundaries between the municipality of Calamba and the municipality of Plaridel, both in the province of Misamis Occidental are hereby fixed as described below:

A straight line from the boundary of Baliangao and Plaridel, passing through the house of Calaljo at Bato, then to the house of Mrs. Maxima Ateniero de Taclob. From there it will go down straightly to Langaran River and follow its course upstream until the Bank of Sulipat River Daco. It will then follow the course of this river upstream until it will intersect the National Highway at Sulipat. From this point, it will follow the National Highway to Oroquieta until it will intersect the Dobuloc River, and from this point it will follow the course of the river upstream until the boundary line between Plaridel and Lopez Jaena will be met at Macalibre settlement.” (As fixed and defined by the Provincial Board of Misamis Occidental in its Resolution Nos. 771 and 144, series of 1955 and 1957, respectively, in accordance with Resolution No. 59, series of 1947 of the Municipal Council of Plaridel, Misamis Occidental.)

This accordingly amends Executive Order No. 85, series of 1947, insofar as the boundaries between the municipality of Calamba and the municipality of Plaridel are concerned.

Done in the City of Manila, this 10th day of December, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA
President of the Philippines

By the President:
JUAN C. PAJO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 54(37), 8411.

MALACAÑANG

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 326
PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLAN NO. 50
RELATIVE TO SOCIAL WELFARE

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plan No. 50, which relate to Social Welfare are hereby promulgated to govern the organization, powers, duties, and functions of the Social Welfare Administration.

ORGANIZATION OF THE SOCIAL WELFARE ADMINISTRATION

SECTION 1. The organization, functions, and operations of the Social Welfare Administration, hereinafter referred to as the “Administration,” shall be in accordance with the provisions of Reorganization Plan No. 50, hereinafter referred to as the “Plan,” and these Implementing Details.

SEC. 2. The organization of the Administration, as graphically depicted in the following organization charts shall consist of the Office of the Administrator, Office of the Assistant to the Administrator, Office of Administrative Services, Office of Child Welfare, Office of Vocational Rehabilitation, and Office of Public Assistance, all hereinafter referred to as the “headquarters entities”; and Regional Offices with their corresponding provincial, municipal, and city offices, all hereinafter referred to as the “field offices”.

SEC. 3. The Social Welfare Administrator, hereinafter referred to as the “Administrator,” is authorized to make such changes in the organization, definition of functions, and distribution of work among entities in the Administration as may be necessary to reflect changes in legislation, conditions, needs, or workloads: *Provided*, That no such changes may be made during fiscal year 1957 without specific approval of the President: *And provided, further*, That any such changes must be in conformity with the general pattern of organization set forth in the Plan and in these Implementing Details.

FUNCTIONAL STATEMENTS OF THE SOCIAL WELFARE ADMINISTRATOR

Functions of the Social Welfare Administrator

SEC. 4. The functions, powers, duties, and responsibilities of the Administrator shall consist of those provided in pertinent provisions of the Revised Administrative Code and other pertinent laws, and those provided in the Plan and in these Implementing Details. The Administrator shall have the following functions, among others:

-
- (a) recommend to and advise the President on matters relating to social welfare policies;
 - (b) direct and be responsible for the over-all operations of the Administration;
 - (c) promulgate rules and regulations necessary to carry out the objectives and functions of the Administration; and
 - (d) delegate authority for the performance of any function or set of functions to officers and employees of the Administration.

Functions of the Office of the Assistant to the Administrator

SEC. 5. The Office of the Assistant to the Administrator shall provide legal services, public information services, and staff training for headquarters entities, in accordance with section 3 of the Plan, and shall establish policies, standards, rules, and regulations for the guidance and compliance of field offices in these matters. This office shall have a Public Information Section, a Legal Services Section, and a Staff Training Section, with corresponding duties and responsibilities as follows:

- (a) The Public Information Section shall have the following functions, among others:
 - (1) perform the functions enumerated in section 3(a) of the Plan; and
 - (2) report to the Administrator on international and interagency matters affecting programs of the Administration.
- (b) The Legal Services Section shall perform the functions enumerated in section 3(b) of the Plan.
- (c) The Staff Training section shall have the following functions, among others:
 - (1) perform the functions enumerated in section 3(c) of the Plan; and
 - (2) develop a program to secure fellowships, scholarships, and grants for the staff.

Functions of the Office of Administrative Services

SEC. 6. The Office of Administrative Services shall be responsible for activities including, but not limited to, those relating to the functions enumerated in section 5 of the Plan and for organization and methods of improvement. This Office shall provide these services to headquarters entities and shall establish policies, standards, rules, and regulations for the guidance and compliance of field offices in these matters.

SEC. 7. The Office of Administrative Services shall have a Budget and Finance Division, a Personnel and Records Division, a Statistical Division, a Property and General Services Division, and a Solicitation Permit Division.

SEC. 8. The Budget and Finance Division shall perform functions including, but not limited to, those enumerated in section 5(a) of the Plan. This Division shall have a Budget Section and a Fiscal Control Section, with corresponding duties and responsibilities as follows:

- (a) The Budget Section shall have the following functions, among others:
 - (1) prepare budgets of the Administration;
 - (2) control expenditures of budgeted funds;

- (3) coordinate the allotments of relief funds to provincial branches in accordance with provincial needs;
- (4) review budget estimates of field offices;
- (5) approve field requisitions for funds and supplies;
- (6) prepare recommendations on budgetary policies and procedures; and
- (7) provide policy guidance and consultative services to field personnel concerned.

(b) The Fiscal Control Section shall have the following functions, among others:

- (1) keep custody of Administration funds;
- (2) pay approved claims;
- (3) prepare monthly reports of income and obligations;
- (4) prepare recommendations on the establishment, maintenance, and review of fiscal controls;
- (5) spot check signatures on relief rolls; and
- (6) provide policy guidance and consultative services to field personnel concerned.

SEC. 9. The Personnel and Records Division shall perform functions including, but not limited to, those enumerated in section 5(b) of the Plan. This Division shall have a Personnel Section and a Records Section, with corresponding duties and responsibilities as follows:

(a) The Personnel Section shall have the following functions, among others:

- (1) establish and manage, subject to civil service and other personnel rules and regulations, a personnel program which includes preparation of position descriptions and qualification standards for purposes of selective recruitment, appointment, and promotion;
- (2) act on matters concerning attendance, leaves of absence, appointments, promotions, transfers, and efficiency records;
- (3) maintain a central file of personnel records for all employees of the Administration;
- (4) maintain liaison with other agencies of government involved in personnel transactions and related matters; and
- (5) provide policy guidance and consultative services to field personnel concerned.

(b) The Records Section shall have the following functions, among others:

- (1) receive and distribute incoming and outgoing communications;
- (2) maintain central files of records and documents and develop and maintain controls for filed materials; and
- (3) provide policy guidance and consultative services to field personnel concerned.

SEC. 10. The Statistical Division shall perform functions including, but not limited to, those enumerated in section 5(c) of the Plan, subject to the authority of the Office of the Statistical Coordination and Standards of the National Economic Council to allocate statistical activities and to prescribe methodology and standards among statistical entities. This Division shall have the following functions, among others:

-
- (a) conduct statistical phases of surveys and research work undertaken by the Administration, including the collection and analysis of statistical data relative to its administrative and program operations, and prepare and publish statistical reports;
 - (b) Develop a program, in conjunction with organization and methods personnel, to coordinate and control reports requested by the various entities of the Administration with a goal of limiting the number of the reports required of personnel by other than their immediate supervisors;
 - (c) maintain the Administration's library; and
 - (d) provide policy guidance and consultative services to field personnel concerned.

Sec. 11. The Property and General Services Division shall perform functions including, but not limited to, those enumerated in section 5(d) of the Plan, subject to applicable policies, rules, and standards established by the Department of General Services. This Division shall have a Procurement Section and a General Services Section, with corresponding duties and responsibilities as follows:

- (a) The Procurement Section shall have the following functions, among others:
 - (1) procure, store, and ship administrative and relief materials, equipment, and supplies handled through the Headquarters Office; and
 - (2) provide policy guidance and consultative services to field personnel concerned.
- (b) The General Services Section shall have the following functions, among others:
 - (1) provide property maintenance janitorial, nad other building services;
 - (2) manage the transportation facilities, including maintenance of vehicles;
 - (3) provide and coordinate messenger service;
 - (4) provide guarding services, including the prevention of theft, fire, accidents, unlawful entry, and similar hazards; and
 - (5) provide policy guidance and consultative services to field personnel concerned.

SEC. 12. The Solicitation Permit Division shall have the following functions, among others:

- (a) perform the function enumerated in section 5(e) of the Plan;
- (b) prepare rules and regulations covering the issuance of permits for solicitations and the review of expenditures for solicitations; and
- (c) provide policy guidance and consultative services to field personnel concerned.

Functions of the Office of Child Welfare

SEC. 13. The Office of Child Welfare shall be responsible for functions including, but not limited to, those enumerated in section 10 of the Plan. This Office shall establish policies, standards, rules, and regulations for the guidance and compliance of field offices to which related operating functions are delegated, except as herein otherwise provided.

SEC. 14. The Office of Child Welfare shall have a Division of Child Welfare Services and a Division of Institutions.

SEC. 15. The Division of Child Welfare shall be responsible for the development of programs relating to child aid and placement, counseling, and group care activities. This Division shall have a

Probation and Parole Section, a Child Aid and Placement Section, and a Group Care Section, with corresponding duties and responsibilities as follows:

- (a) The Probation and Parole Section shall have the following functions, among others:
 - (1) establish standards and develop programs for special case studies of juvenile delinquents in conjunction with policies established by proper courts of justice;
 - (2) cooperate with other welfare agencies in the promotion and development of welfare services through conferences, lectures, seminars, and related activities;
 - (3) study and formulate measures to provide effective supervision, guidance, and rehabilitation as necessary to juvenile offenders on probation and parole and to children with behaviour problems; and
 - (4) provide policy guidance and consultative services to field offices.
- (b) The Child Aid and Placement Section shall have the following functions, among others:
 - (1) establish standards and develop programs for the care and rehabilitation of dependent, neglected, and destitute children outside of institutions, either in their own homes or in foster homes; and for the care and rehabilitation of unmarried mothers, including future care and disposition of their children; and
 - (2) provide policy guidance and consultative services to field offices in the conduct of social case studies in these areas.
- (c) The Group Care Section shall have the following functions, among others:
 - (1) develop program for the establishment of community councils for providing guidance and protection to children and for the prevention and treatment of juvenile delinquency;
 - (2) review and evaluate accomplishments and make necessary program adjustments;
 - (3) develop plans for the organization of juvenile control units in local police departments and for the organization of junior police units;
 - (4) develop plans for coordination of public and private child welfare activities; and
 - (5) provide policy guidance and consultative services to field personnel concerned.

SEC. 16. The Division of Institutions shall be responsible for direction and supervision of the Administration's institutional programs. This Division shall have the following duties, responsibilities, and functions, among others:

- (a) supervises Welfareville Institutions providing care, training, and rehabilitation of children;
 - (b) supervise the Welfare Home for Women and Girls, providing care, training, and rehabilitation of wayward females;
 - (c) determine community needs for the services of privately operated child care institutions and pass upon the eligibility and fitness of such institutions in the Manila area;
 - (d) provide standards for determining the eligibility and fitness of child welfare institutions for application by regional and unit offices;
 - (e) establish, maintain, and improve standards and conditions in institutions caring for children; and
-

- (f) inspect licensed private child caring institutions to protect wards against practices detrimental to the moral and physical well-being of the children.

SEC. 71. The functions, duties, and responsibilities of the Welfareville Institutions are not affected by the Plan, except as provided in section 13 of the Plan.

SEC. 18. The functions, duties and responsibilities of the Welfare Home for Women and Girls are not affected by the Plan.

Functions of the Office of Vocational Rehabilitation

SEC. 19. The Office of Vocational Rehabilitation shall be responsible for functions including, but not limited to, those enumerated in section 14 of the Plan. This Office shall establish policies, standards, rules, and regulations for the guidance and compliance of the field offices to which related social case studies and follow-up activities are delegated.

SEC. 20. The Office of Vocational Rehabilitation shall have a Division of Rehabilitation Standards, a Division of Rehabilitation Services, and a Pilot Rehabilitation Training Center.

SEC. 21. The Division of Rehabilitation Standards shall have the following functions, among others:

- (a) develop training programs for physically handicapped persons emphasizing vocational rehabilitation;
- (b) provide technical guidance and advise to the Pilot Rehabilitation Training Center in carrying out the training program;
- (c) review and evaluate operations of the rehabilitation program and make recommendations for adjustments as may be necessary;
- (d) study and formulate measures for the improvement of the basic techniques involved in the rehabilitation process;
- (e) correlate the rehabilitation program with the over-all program of the Administration; and
- (f) maintain liaison with and draw advice and assistance from agencies, both public and private, concerned with the welfare of physically handicapped persons.

SEC. 22. The Division of Rehabilitation Services shall be responsible for the development of programs to provide rehabilitation services to the physically handicapped clients of the Administration. This Division shall have Services to the Non-Blind Section, Services to the Blind Section, an Advisement Services Section, and a Placement Services Section.

(a) The Services to the Non-Blind Section shall have the following functions, among others:

- (1) initiate and develop a program to provide medical, economic and social services to the physically handicapped clients other than the blind;
- (2) review and evaluate field operations in this area for necessary adjustments in the program; and
- (3) provide policy guidance and consultative services to personnel concerned in the field offices.

(b) The Services to the Blind Section shall have the following functions, among others:

- (1) initiate and develop a program to provide medical, economic, and social services to the physically handicapped clients who are blind;
- (2) review and evaluate field operations in this area for adjustments in the program as may be necessary; and
- (3) provide policy guidance and consultative services to personnel concerned in the field offices.

(c) The Advisement Services Section shall have the following functions, among others:

- (1) initiate and develop plans and programs for aptitude testing of physically handicapped clients, including counseling and advisement services, to assist them in their vocational adjustment problems;
- (2) review and evaluate field operations in this area for necessary adjustments in plans and programs; and provide policy guidance and consultative services to personnel concerned in the field offices.

(d) The Placement Services Section shall have the following functions, among others:

- (1) develop a program for placement of physically handicapped people;
- (2) encourage and develop employment opportunities for the physically handicapped through public contacts and educational campaigns;
- (3) maintain liaison with employers hiring rehabilitated physically handicapped persons for post-placement review; and
- (4) provide policy guidance and consultative services in this area to personnel concerned.

SEC. 23. The Pilot Rehabilitation Training Center shall have the following functions, among others:

- (1) administer the training program for the physically handicapped, including training in vocational pursuits and in social adjustment;
- (2) administer a workshop for the physically handicapped with dual purpose of training and of production of goods for sale in private marketing outlets;
- (3) certify and recommend trained physically handicapped for employment opportunities through the placement services; and
- (4) conduct follow-up of the physically handicapped who have undergone training in the Center for their complete social adjustment.

Functions of the Office of Public Assistance

SEC. 24. The Office of Public Assistance shall be responsible for functions including, but not limited to, those enumerated in section 7 of the Plan. This Office shall establish policies, standards, rules, and regulations for the guidance and compliance of field offices to which related operating functions are delegated, except as herein otherwise provided.

SEC. 25. The Office of Public Assistance shall have a Division of Social Services, a Division of Assistance, and a Division of Field Services.

SEC. 26. The Division of Social Services shall be responsible for the development of programs relating to medical social services and self-help projects to reduce material assistance, and shall direct the screening of applicants for low-income public housing projects. This Division shall have a Medical Social Services Section, a Family Welfare Services Section, a Self-Help Project Section, and a Resettlement and Housing Section, with corresponding duties and responsibilities as follows:

(a) The Medical Social Services shall have the following functions, among others:

- (1) set standards and initiate and develop programs for providing medical social services to clients;
- (2) review and evaluate medical social work performed by field offices; and
- (3) provide policy guidance and consultative services to field personnel concerned.

(b) The Family Welfare Services Section shall have the following functions, among others:

- (1) set standards and initiate and develop programs for providing social services to families in need of social and economic guidance and aid;
- (2) review and evaluate such social services rendered by field offices; and
- (3) provide policy guidance and consultative services to field personnel concerned.

(c) The Self-Help Project Section shall have the following functions, among others:

- (1) develop and encourage self-help projects which will result in significant reduction of material assistance to the needy;
- (2) develop working relationships on community development projects with other government entities at national and local levels;
- (3) plan and direct a community kitchen demonstration program; and
- (4) provide policy guidance and consultative services to field personnel concerned.

(d) The Resettlement and Housing Section shall have the following functions, among others:

- (1) survey public and private slum and squatter areas in Manila and its suburbs and encourage squatters to move to government resettlement areas or elsewhere with the aid of government facilities and services;
- (2) locate and recommend resettlement areas to families who have been ejected or who are facing ejection as a result of the Slum Clearance Program; and
- (3) screen applicants for admission to low-income public housing projects and certify their eligibility to the Peoples Homesite and Housing Corporation in accordance with agreements and requests.

SEC. 27. The Division of Assistance shall be responsible for the development of program relating to the granting of material aid to people in need, and shall be responsible for the operation and maintenance of the Home for the Aged and Infirm. This Division shall have a General Assistance Section and a Special Assistance Section with corresponding duties and responsibilities as follows:

(a) The General Assistance Section shall have the following functions, among others:

- (1) establish eligibility standards and assistance standards for people in need of material aid;
- (2) initiate and develop programs and set operating goals in this area;
- (3) review and evaluate field operations and adjust programs as necessary;
- (4) set policies and standards governing the operation and maintenance of the Home for the Aged and Infirm; and
- (5) provide policy guidance and consultative services to field personnel concerned.

(b) The Special Assistance Section shall have the following functions, among others:

- (1) establish policies and standards for the guidance of field offices on the granting of material aid to victims of natural disasters dissident operations, and other special cases;
- (2) participate in the above activities as needed and directed; and
- (3) maintain liaison with the Philippine National Red Cross and similar relief agencies in the administration of emergency relief programs.

SEC. 28. The Division of Field Services shall be responsible for the direction, supervision, and coordination of activities of field offices of the Administration, and shall have the following functions, among others:

- (a) exercise direct line authority over the field offices;
- (b) take such steps as may be necessary to insure that field offices comply with and carry out program plans, policies, report requirements work schedules, and related matters prescribed by appropriate headquarters entities;
- (c) analyze and evaluate field operations reports and statistics; advise the Administrator through the Chief of Public Assistance on field developments; and report to, and confer with, the various headquarters entities concerned with the development of the Administration's programs;
- (d) maintain liaison contacts with headquarters administrative entities on matters affecting the operations of the field offices; and
- (e) develop and maintain in current condition a manual of standards and procedures for the guidance and compliance of field offices, based upon policies and related instructions developed by the headquarters entities concerned.

Functions of Regional Offices

SEC. 29. Each regional office shall be responsible in its geographical area for welfare services and activities delegated to it and shall have the following functions, among others:

- (a) administer, direct, and coordinate all welfare functions in the region, subject to direct authority from the Office of Public Assistance through the Division of Field Services;
- (b) execute and implement policies, regulations, and work plans established by appropriate headquarters entities and render administrative decisions on these matters within the limits of delegated authority; and
- (c) maintain cooperative and harmonious relationship with other entities and agencies, public and private, in the promotion of community development and welfare.

SEC. 30. There shall be eight regional offices for the Administration in conformance with the pattern set forth in Reorganization Plan No. 53–A and its Implementing Details.

SEC. 31. Each regional office shall have an Administrative Section, a Public Assistance Section, a Child Welfare Section, and a Vocational Rehabilitation Section.

SEC. 32. Subject to policy instructions, standards, rules, and regulations by appropriate headquarters entities and under administrative supervision, direction, and control of the Regional Director, the Administrative Section shall have the following functions, among others:

- (a) prepare budget estimates;
- (b) account for expenditures;
- (c) collect and disburse funds;
- (d) maintain equipment and other property;
- (e) process requisitions for equipment and supplies and make corresponding purchases;
- (f) maintain and operate a central service for transportation;
- (g) handle personnel matters, including in-service training of field personnel;
- (h) provide messenger and other general utility service;
- (i) gather and compile statistics as required by appropriate headquarters entities; and
- (j) issue solicitation permits.

SEC. 32. Subject to policy instructions, standards, rules, and regulations by appropriate headquarters entities and under administrative supervision, direction, and control of the Regional Director, the Public Assistance Section shall have the following functions, among others:

- (a) provide general staff assistance to the Regional Director in the administration of public assistance programs;
- (b) interpret public assistance programs into realistic operating schedules and plans for execution by provincial and city offices; and
- (c) provide policy guidance and consultative services to operating personnel.

SEC. 34. Subject to policy instructions, standards, rules, and regulations by appropriate headquarters entities and under administrative supervision, direction, and control of the Regional Director, the Child Welfare Section shall have the following functions, among others:

- (a) provide general staff assistance to the Regional Director in the administration of Child Welfare programs;
- (b) interpret child welfare programs into realistic operating schedules and plans for execution by provincial and municipal offices;
- (c) provide policy guidance and consultative services in this area to operating personnel; and
- (d) maintain liaison with other entities in the field concerned with child welfare services.

SEC. 35. Subject to policy instructions, standards, rules and regulations by appropriate headquarters entities and under administrative supervision, direction, and control of the Regional Director, the Vocational Rehabilitation Section shall have the following functions, among others:

- (a) provide general staff assistance to the Regional Director in the administration of vocational rehabilitation programs;

- (b) interpret child welfare programs into realistic operating schedules and plans for execution by provincial and municipal offices;
- (c) provide policy guidance and consultative services in this area to operating personnel; and
- (d) maintain liaison with other entities in the field concerned with vocational rehabilitation services.

Provincial, Municipal, and City Offices

SEC. 36. The Provincial Offices shall be under the direct supervision of their respective Regional Offices. The Municipal and City Offices shall be under the supervision of their respective Provincial Offices and shall have the following functions, among others:

- (a) conduct social case studies and related follow-up activities on the various phases of welfare services;
- (b) give material assistance to eligible clients in accordance with established standards;
- (c) provide care rehabilitation to dependent, neglected, and destitute children who cannot be accommodated in welfare institutions;
- (d) provide medical social services to the physically handicapped and other eligible clients;
- (e) assist and cooperate with law enforcement authorities in locating missing children;
- (f) establish community councils for the protection of children and the prevention and treatment of juvenile delinquency;
- (g) organize juvenile control units in local police departments;
- (h) maintain liaison with prospective employers of trained physically handicapped clients;
- (i) inspect licensed private child-caring institutions to check on compliance with standards;
- (j) assist in gathering and compiling program statistics;
- (k) provide guidance and counseling services to families to prevent social maladjustments; and
- (l) assist the courts in the proper adjudication of juvenile delinquency cases through social cases studies.

REALLOCATION OF APPROPRIATIONS

SEC. 37. From the total appropriations authorized for the Administration for the period from July one, nineteen hundred and fifty-six to June thirty, nineteen hundred and fifty seven, consisting of the following:

(a) Under Republic Act Numbered 1600

(1) General Fund	₱3,198,530.00	
(2) Special Fund—Care and Maintenance of Neglected and Delinquent Children, Section 6, Act No. 3203		753,310.00
(3) Fiduciary Fund:		
(a) Philippine Charity Sweepstakes Fund	₱204,794.00	
(b) Proceeds from Sales of Poultry Products of the Welfareville Institutions	14,120.00	218,914.00
		<u>₱4,170,754.00</u>

the following sums, subject to adjustment by the Commissioner of the Budget based on the unexpended balance of appropriations available as of the effective date of these Implementing Details, are reallocated for the operation of the Administration during the period from July one, nineteen hundred and fifty-six to June thirty, nineteen hundred and fifty-seven, except where otherwise provided:

A. Funds Transferred Out

The following sums are transferred from the Administration:

(a) To the Department of Health: for items of expenditures relating to the Social Welfare Administration Clinic which is transferred pursuant to section 9 of the Plan		₱8,064.00
(1) General Fund	<u>₱8,064.00</u>	
(b) To the Department of Education: for items of expenditures relating to the school facilities at Welfareville Institutions which are transferred pursuant to section 13 of the plan		78,228.00
(1) General Fund	₱52,560.00	
(2) Special Fund	<u>25,668.00</u>	
	<u>₱78,228.00</u>	
Total Funds Transferred Out		<u>₱86,292.00</u>

B. Current Operating Expenditures

(1) SOCIAL WELFARE ADMINISTRATION

PROGRAM I: GENERAL ADMINISTRATION AND STAFF SERVICES

For general administration and staff services: <i>Provided</i> , That the amounts of ₱1,570 and ₱4,200 from the Special Fund and the Fiduciary Fund, respectively, shall be reimbursed to the Budget Commission for accounting services: And <i>Provided, Further</i> , That the amount of ₱500,000 from the General Fund shall be available as contribution to the Welfareville Institutions for subsistence of neglected and delinquent children		₱1,089,506.00
(1) General Administration and Staff Services	<u>₱1,089,506.00</u>	

PROGRAM II: PUBLIC ASSISTANCE, CHILD WELFARE, AND VOCATIONAL TRAINING

For institutional care; for rehabilitation training of the physically handicapped; and for field welfare services, including assistance and rehabilitation of the indigent, aged and infirm, destitute families, orphaned and abandoned children, physically handicapped, and negative lepers: relief for victims of disasters and for persons affected by dissident actions; and promotion of the welfare of non-Christians: <i>Provided</i> , That an amount not exceeding ₱20,000 shall be available for the acquisition of kitchen equipment and utensils for the Welfareville Institutions: <i>Provided, Further</i> , That all positions authorized for "institutional care" shall be with subsistence and quarters: And <i>Provided, Finally</i> , That no part of this appropriation may be expended for hiring of casual labor or the financing of temporary or emergency positions		2, 994,956.00
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(1) Institutional Care	₱916,401.00
(2) Rehabilitation Training of the Physically Handicapped	122,100.00
(3) Field Welfare Services	<u>1,956,455.00</u>
	<u>₱2,994,956.00</u>
Total for current operating expenditures of the Social Welfare Administration	<u>₱4,084,462.00</u>

C. Special Provision

The total current operating expenditures of ₱4,084,462.00 authorized for the Social Welfare Administration in these Implementing Details shall be paid out of the following funds:

(1) General Fund	₱3,137,906.00
(2) Special Fund	727,642.00
(3) Fiduciary Fund	<u>218,914.00</u>
Total	<u>₱4,084,462.00</u>

D. General Provisions

The “General Provisions” of Republic Act Numbered Sixteen hundred, to which reference is hereby made, shall remain in full force and effect and is made part of this section on “Reallocation of Appropriation.”

STAFFING PATTERN

SEC. 38. The following Staffing Pattern by project activity is provided for the Administration for the period from the effective date of these Implementing Details to June thirty, nineteen hundred and fifty-seven, subject to the provisions of Reorganization Plans Nos. 1-A, 2-A and 3-A, except that authority is hereby granted to the Administrator subject to approval of the Commissioner of the Budget, to make necessary salary adjustments resulting from final selection of personnel to fit the positions in the Staffing Pattern, in order that no incumbent receives a reduction in salary, and further to make necessary salary adjustments resulting from new appointments, promotions, or salary increases: *Provided*, That no such adjustment may result in a salary rate which exceeds the minimum of the applicable salary range as provided in Reorganization Plan No. 2-A: *Provided, further*, That new appointments, promotions, and salary increases at present pending which would exceed the maximum rate of the appropriate salary range are cancelled until further notice: *And provided, finally*, That nothing in the said Staffing Pattern shall be construed as depriving the Government Survey and Reorganization Commission, during its existence and the Commissioner of the Budget thereafter, of its power to make changes therein, to correct mistakes, discriminations, or other injustices that may, in its opinion, have been committed in the preparation thereof:

(1) Social Welfare Administration

PROJECT 1: General Administration and Staff Services

<i>Class Title</i>	<i>Number</i>	<i>Salary Range</i>	<i>Amount</i>
OFFICE OF THE ADMINISTRATOR			
Social Welfare Administrator	1	Exempt	₱12,000.00
Private Secretary	1	(40)	5,100.00
Stenographer	1	(25)	1,560.00
Clerical Aide	1	(18)	1,440.00
	<u>4</u>		<u>₱20,100.00</u>
OFFICE OF THE ASSISTANT TO THE ADMINISTRATOR			
Head Social Worker II (Assistant to the Administrator)	1	(46)	₱5,100.00
Stenographer	1	(25)	1,440.00
	<u>2</u>		<u>₱6,540.00</u>
<i>Public Information Section</i>			
Information Editor I (Chief of Section)	1	(30)	₱1,800.00
Information Writer	1	(27)	1,560.00
Clerk I	1	(23)	1,560.00
	<u>3</u>		<u>₱4,920.00</u>
<i>Legal Service Section</i>			
Legal Officer II (Chief of Section)	1	(37)	₱2,400.00
Stenographer	1	(25)	1,440.00
	<u>2</u>		<u>₱3,840.00</u>
<i>Staff Training Section</i>			
Social Work Training Supervisor (Chief of Section)	1	(43)	₱2,400.00
Training Officer	1	(36)	2,280.00
Social Work Instructor	2	(32)	4,560.00
Clerk I	1	(23)	1,440.00
	<u>5</u>		<u>₱10,680.00</u>
OFFICE OF ADMINISTRATIVE SERVICES			
Administrative Officer IV (Chief of Administrative Services)	1	(50)	₱5,400.00
Management Analyst II	1	(39)	5,100.00
Stenographer	1	(25)	1,440.00
Clerk I	2	(23)	3,480.00
Clerical Aide	1	(18)	1,560.00
	<u>6</u>		<u>₱16,980.00</u>
BUDGET AND FINANCE DIVISION			
Budget Officer II (Chief of Division)	1	(42)	₱2,940.00
Clerk II	1	(25)	1,440.00
	<u>2</u>		<u>₱4,380.00</u>
<i>Budget Section</i>			
Budget Examiner II (Chief of Section)	1	(36)	₱1,800.00

Clerk I	2	(23)	3,000.00
	3		₱4,800.00
<i>Fiscal Control Section</i>			
Cashier II (Chief of Section)	1	(35)	₱2,400.00
Cashier I	1	(32)	1,560.00
Clerk I	2	(23)	3,000.00
	4		₱6,960.00
STATISTICAL DIVISION			
Senior Statistician (Chief of Division)	1	(41)	₱2,580.00
Statistician II	1	(38)	2,400.00
Social Worker	1	(28)	1,440.00
Librarian	1	(27)	1,560.00
Illustrator II	1	(27)	1,560.00
Statistical Aide	2	(25)	3,000.00
Clerk I	4	(23)	6,360.00
	11		₱18,900.00
PERSONNEL AND RECORDS DIVISION			
Personnel Officer II (Chief of Division)	1	(43)	₱2,400.00
<i>Personnel Section</i>			
Senior Personnel Aide (Chief of Section)	1	(30)	₱1,800.00
Personnel Aide	3	(25)	4,560.00
Clerical Aide	1	(18)	1,440.00
	5		₱7,800.00
<i>Records Section</i>			
Records Officer I (Chief of Section)	1	(30)	₱2,160.00
Clerk I	3	(23)	5,040.00
Clerical Aide	1	(18)	1,560.00
	5		₱8,760.00
SOLICITATION PERMIT DIVISION			
Supervising Social Worker (Chief of Division)	1	(36)	₱2,160.00
Auditing Examiner I	1	(34)	1,800.00
Senior Social Worker	1	(32)	2,160.00
Stenographer	1	(25)	1,560.00
Clerk I	1	(23)	1,440.00
	5		₱9,120.00
<i>Class Title</i>	<i>Number</i>	<i>Salary Range</i>	<i>Amount</i>
PROPERTY AND GENERAL SERVICES DIVISION			
Supply Officer III (Chief of Division)	1	(43)	₱4,200.00
Clerk II	1	(25)	1,560.00
	2		₱5,760.00
<i>Procurement Section</i>			
Supply Officer II (Chief of Section)	1	(37)	₱2,160.00
Storekeeper II (Warehouseman)	2	(27)	3,240.00
Assistant Buyer (Canvasser)	1	(26)	1,440.00
Clerk I (Stock Clerk)	5	(23)	7,560.00
Store Aide (Checker)	3	(18)	4,320.00

Laborer	5	(14)	7,200.00
	<u>17</u>		<u>₱25,920.00</u>
<i>General Services Section</i>			
Security Officer I (Chief of Section)	1	(32)	₱2,400.00
Building Maintenance Foreman II	1	(29)	1,800.00
Senior Carpenter	1	(25)	1,440.00
Printing Teacher	1	(24–32)	1,440.00
Senior Security Guard	3	(24)	4,680.00
Automotive Mechanic II	1	(24)	1,800.00
Shop Electrician	1	(24)	1,440.00
Carpenter	3	(23)	4,320.00
Plumber	1	(23)	1,440.00
Automotive Mechanic I	1	(22)	1,440.00
Security Guard	22	(22)	31,680.00
Light Equipment Operator II	5	(20)	7,320.00
Typesetting Helper	1	(18)	1,440.00
Janitor	5	(14)	7,200.00
	<u>47</u>		<u>₱69,840.00</u>
OFFICE OF CHILD WELFARE			
Social Welfare Supervisor (Chief of Office)	1	(51)	₱5,400.00
Stenographer	1	(25)	1,680.00
Clerical Aide	1	(18)	1,440.00
	<u>3</u>		<u>₱8,520.00</u>
DIVISION OF CHILD WELFARE SERVICES			
Head Social Worker II (Chief of Division)	1	(46)	₱5,400.00
Clerk II	1	(25)	1,440.00
Clerical Aide	1	(18)	1,440.00
	<u>3</u>		<u>₱8,280.00</u>
<i>Probation and Parole Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱3,120.00
Social Worker (Probation Officer)	6	(28)	11,520.00
Clerk I	1	(23)	1,440.00
	<u>8</u>		<u>₱16,080.00</u>
<i>Child Aid and Placement Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱2,940.00
Social Worker	1	(28)	1,800.00
Clerk I	1	(23)	1,560.00
	<u>3</u>		<u>₱6,300.00</u>
<i>Group Care Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱1,800.00
Social Worker	1	(28)	1,800.00
Clerk I	1	(23)	1,560.00
	<u>3</u>		<u>₱5,160.00</u>
DIVISION OF INSTITUTIONS			
Head Social Worker II (Chief of Division)	1	(46)	₱4,200.00
Senior Social Worker	1	(32)	1,800.00

Social Worker	1	(28)	1,560.00
Clerk II	1	(25)	1,440.00
Clerical Aide	1	(18)	1,440.00
	<u>5</u>		<u>₱10,440.00</u>
OFFICE OF PUBLIC ASSISTANCE			
Head Executive Assistant (Chief of Office)	1	(55)	₱6,000.00
Senior Social Worker	1	(32)	1,560.00
Clerk II	1	(25)	1,440.00
Clerk I	2	(23)	3,000.00
	<u>5</u>		<u>₱12,000.00</u>
DIVISION OF SOCIAL SERVICES			
Head Social Worker II (Chief of Division)	1	(46)	₱3,720.00
Social Worker	1	(28)	1,800.00
Clerk I	1	(23)	1,440.00
	<u>3</u>		<u>₱6,960.00</u>
<i>Medical Social Services Section</i>			
Senior Medical Social Worker (Chief of Section)	1	(34)	₱2,580.00
Medical Social Worker	2	(32)	4,800.00
Clerk I	1	(23)	1,440.00
	<u>4</u>		<u>₱8,820.00</u>
<i>Family Welfare Services Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱2,160.00
Social Worker	2	(28)	3,720.00
Clerk I	1	(23)	1,800.00
	<u>4</u>		<u>₱7,680.00</u>
<i>Self-Help Project Section</i>			
Supervising Social Worker (Chief of Section)	1	(36)	₱2,940.00
Senior Social Worker	1	(32)	2,280.00
Social Worker	5	(28)	9,240.00
Clerk II	1	(25)	1,440.00
Clerk I	1	(23)	1,560.00
Clerical Aide	1	(18)	1,440.00
	<u>10</u>		<u>₱18,900.00</u>
<i>Class Title</i>	<i>Number</i>	<i>Salary Range</i>	<i>Amount</i>
<i>Resettlement and Housing Section</i>			
Supervising Social Worker (Chief of Section)	1	(36)	₱2,400.00
Senior Social Worker	1	(32)	2,280.00
Social Worker	5	(28)	7,920.00
Clerk II	1	(25)	1,440.00
Clerk I	1	(23)	1,440.00
	<u>9</u>		<u>₱15,480.00</u>
DIVISION OF ASSISTANCE			
Head Social Worker I (Chief of Division)	1	(43)	₱3,960.00
Social Worker	1	(28)	1,560.00
Clerk II	1	(25)	1,440.00

Clerk I	1	(23)	1,440.00
	4		<u>₱8,400.00</u>
<i>General Assistance Section</i>			
Supervising Social Worker (Chief of Section)	1	(36)	₱1,920.00
Social Worker	2	(28)	2,880.00
Clerk I	1	(23)	1,560.00
	4		<u>₱6,360.00</u>
<i>Special Assistance Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱2,280.00
Social Worker	1	(28)	1,560.00
Clerk I	1	(23)	1,440.00
	3		<u>₱5,280.00</u>
DIVISION OF FIELD SERVICES			
Head Social Worker III (Chief of Division)	1	(49)	₱5,400.00
Supervising Social Worker	1	(36)	2,400.00
Senior Social Worker	2	(32)	3,240.00
Social Worker	1	(28)	1,800.00
Clerk II	2	(25)	3,000.00
Clerical Aide	2	(18)	3,120.00
	9		<u>₱18,960.00</u>
OFFICE OF VOCATIONAL REHABILITATION			
Social Welfare Supervisor (Chief of Office)	1	(51)	₱5,400.00
Senior Social Worker	1	(32)	1,920.00
Clerk II	1	(25)	1,440.00
	3		<u>₱8,760.00</u>
DIVISION OF REHABILITATION STANDARDS			
Head Social Worker I (Chief of Division)	1	(43)	₱1,920.00
Social Work Instructor	1	(32)	1,680.00
Senior Social Worker	1	(32)	1,800.00
Social Worker	1	(28)	1,440.00
Clerk I	1	(23)	1,440.00
Clerical Aide	1	(18)	1,440.00
	6		<u>₱9,720.00</u>
<i>Class Title</i>	<i>Number</i>	<i>Salary Range</i>	<i>Amount</i>
DIVISION OF REHABILITATION SERVICES			
Head Social Worker I (Chief of Division)	1	(43)	₱3,120.00
Clerk I	1	(23)	1,440.00
	2		<u>₱4,560.00</u>
<i>Services to the Non-Blind Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱1,920.00
Social Worker	1	(28)	1,680.00
Clerk I	1	(23)	1,440.00
	3		<u>₱5,040.00</u>
<i>Services to the Blind Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱1,920.00
Social Worker	1	(28)	1,680.00

Clerical Aide	1	(18)	
	<u>3</u>		<u>₱5,280.00</u>
<i>Advisement Services Section</i>			
Guidance Councilor (Chief of Section)	1	(24–32)	₱1,920.00
Social Worker	1	(28)	1,680.00
Clerk I	1	(23)	1,680.00
	<u>3</u>		<u>₱5,280.00</u>
<i>Placement Services Section</i>			
Senior Social Worker (Chief of Section)	1	(32)	₱2,760.00
Social Worker	2	(28)	3,600.00
Clerk I	2	(23)	3,000.00
	<u>5</u>		<u>₱9,360.00</u>
Total Permanent Positions—Salary	<u>229</u>		<u>₱439,320.00</u>

PROGRAM II: PUBLIC ASSISTANCE, CHILD WELFARE, AND VOCATIONAL REHABILITATION

Project 1: *Institutional Care*

THE WELFAREVILLE INSTITUTIONS

Head Social Worker I (Superintendent of

Welfareville	1	(43)	₱2,760.00
Administrative Assistant I	1	(35)	1,800.00
Senior Social Worker	1	(32)	1,440.00
Clerk II	1	(25)	1,440.00
Clerical Aide	2	(23)	2,880.00
	<u>6</u>		<u>₱10,320.00</u>

Training School for Girls

Supervising Houseparent	1	(33)	₱1,440.00
Houseparent II	8	(27)	11,520.00
Institution Worker	1	(14)	1,440.00
	<u>10</u>		<u>₱14,400.00</u>

Training School for Boys

Supervising Houseparent	1	(33)	₱1,560.00
Houseparent II	24	(27)	34,560.00
Institution Worker	2	(14)	2,880.00
	<u>27</u>		<u>₱39,000.00</u>

Medical Service

Supervising Resident Physician	1	(46)	₱2,940.00
Resident Physician	2	(42)	4,800.00
Dentist	2	(34)	5,880.00
Supervising Nurse	1	(34)	2,280.00
Senior Nurse	1	(32)	1,680.00
Pharmacist	1	(31)	2,400.00
Nurse	11	(28)	18,480.00
Nursing Attendant	13	(20)	18,720.00
Institution Worker	3	(14)	4,320.00
	<u>35</u>		<u>₱61,500.00</u>

<i>Mess Service</i>			
Food Services Supervisor I	1	(32)	₱2,580.00
Assistant Food Services Supervisor I	1	(27)	2,580.00
Cook II	2	(21)	2,880.00
Kitchen Helper	1	(14)	1,440.00
Food Server	3	(14)	4,320.00
	<u>8</u>		<u>₱13,800.00</u>
<i>Nursery for Orphans and Destitute Children</i>			
Supervising Nurse Maid	1	(27)	₱1,440.00
Nurse Maid	6	(17)	8,640.00
Institution Worker	2	(14)	2,880.00
	<u>9</u>		<u>₱12,960.00</u>
<i>Home for Orphans and Destitute Children</i>			
Supervising Houseparent	1	(33)	₱1,560.00
Houseparent I	6	(24)	8,640.00
Nurse Maid	5	(17)	7,200.00
	<u>12</u>		<u>₱17,400.00</u>
<i>Home for Negative Children of Lepers</i>			
Supervising Houseparent	1	(33)	₱2,040.00
Houseparent I	3	(24)	4,320.00
Institution Worker	2	(14)	2,880.00
	<u>6</u>		<u>₱9,240.00</u>
<i>Welfare Home for Boys</i>			
Supervising Houseparent	1	(33)	₱1,440.00
Houseparent II	6	(27)	8,640.00
	<u>7</u>		<u>₱10,080.00</u>
<i>Child Guidance Clinic</i>			
Medical Specialist II	1	(49)	₱4,200.00
Medical Specialist I	1	(46)	1,800.00
Guidance Psychologist	2	(34)	3,360.00
Senior Social Worker	1	(32)	₱2,280.00
Social Worker	2	(28)	3,360.00
Clerk I	1	(23)	1,560.00
	<u>8</u>		<u>₱16,560.00</u>
<i>Home for Mentally Defective Children</i>			
Supervising Houseparent	1	(33)	₱1,440.00
Houseparent I	8	(24)	11,520.00
Institution Worker	3	(14)	4,320.00
	<u>12</u>		<u>₱17,280.00</u>
<i>Nursery for Negative Children of Lepers</i>			
Supervising Nurse Maid	1	(27)	₱1,680.00
Nurse Maid	7	(17)	10,080.00
Institution Worker	1	(14)	1,440.00
	<u>9</u>		<u>₱13,200.00</u>
<i>Welfare Home for Women and Girls</i>			
Supervising Houseparent	1	(33)	₱3,120.00

Social Worker	1	(28)	1,920.00
Nurse	1	(28)	1,800.00
Houseparent I	3	(24)	5,280.00
Clerk I	1	(23)	1,440.00
Cook II	1	(21)	2,580.00
Institution Worker	2	(14)	2,880.00
	<u>10</u>		<u>₱19,020.00</u>
OFFICE OF PUBLIC ASSISTANCE			
<i>Home for the Aged and Infirm</i>			
Supervising Houseparent	1	(33)	₱1,800.00
Nurse	3	(28)	5,160.00
Cook II	1	(21)	1,440.00
Nursing Attendant	9	(20)	12,960.00
	<u>14</u>		<u>₱21,360.00</u>
Total Permanent Positions–Salary			
(Project 1)	<u>173</u>		<u>₱276,120.00</u>
Project 2: <i>Rehabilitation Training of the Physically Handicapped</i>			
PILOT REHABILITATION TRAINING CENTER			
Head Social Worker I (Superintendent)	1	(43)	₱2,400.00
Arts & Trades Instruction Supervisor II (for the workshop)	1	(38–40)	1,920.00
Guidance Psychologist	2	(34)	3,600.00
Guidance Sociologist	2	(34)	3,240.00
Medical Social Worker	1	(32)	1,920.00
Social Worker (Rehabilitation Counselor)	2	(28)	3,360.00
Houseparent II (Matron)	1	(27)	1,920.00
Clerk II	1	(25)	1,680.00
Teacher of the Deaf and Blind	2	(24–32)	3,840.00
Commercial Teacher	3	(24–32)	4,800.00
Industrial Arts Teacher	3	(24–32)	4,800.00
General Agricultural Teacher	2	(24–32)	3,360.00
Clerk I	2	(23)	3,000.00
Light Equipment Operator II	2	(20)	2,880.00
Clerical Aide	2	(18)	2,880.00
Total Pemranent Positions–Salary			
(Project 2)	<u>27</u>		<u>₱45,600.00</u>
Project 3: <i>Field Welfare Services</i>			
REGION NO. 1 (DAGUPAN)			
<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(43)	₱3,120.00
Senior Social Worker	1	(32)	1,440.00
Clerk II	1	(25)	1,560.00

Clerical Aide	1	(18)	1,440.00
	<u>4</u>		<u>₱7,560.00</u>
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Sec-Section)	1	(30)	₱1,560.00
Statistical Aide	1	(25)	1,440.00
Clerk I	1	(23)	1,560.00
Laborer	1	(14)	1,440.00
	<u>4</u>		<u>₱6,000.00</u>
<i>Public Assistance Section</i>			
Senior Social Worker	1	(32)	₱1,440.00
<i>Child Welfare Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Vocational Rehabilitation Section</i>			
Senior Social Worker	1	(32)	₱1,920.00
<i>Provincial, City and Municipal Offices</i>			
Provincial Social Welfare Worker	8	(39)	₱14,940.00
Senior Social Worker	1	(32)	1,560.00
Social Worker	63	(28)	93,600.00
Clerk I	1	(23)	1,440.00
Clerical Aide	8	(18)	11,880.00
	<u>81</u>		<u>₱123,420.00</u>
	<u>92</u>		<u>₱141,900.00</u>

REGION NO. 2 (TUGUEGARAO, CAGAYAN)

<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(43)	₱2,400.00
Senior Social Worker	1	(32)	1,440.00
Clerk II	1	(25)	1,440.00
Clerical Aide	1	(18)	1,440.00
	<u>4</u>		<u>₱6,720.00</u>
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Section)	1	(30)	₱1,560.00
Statistical Aide	1	(25)	1,440.00
Clerk I	1	(23)	1,440.00
Laborer	1	(14)	1,440.00
	<u>4</u>		<u>₱5,880.00</u>
<i>Public Assistance Section</i>			
Senior Social Worker	1	(32)	₱1,800.00
<i>Child Welfare Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Vocational Rehabilitation Section</i>			
Senior Social Worker	1	(32)	₱1,440.00
<i>Provincial, City and Municipal Offices</i>			
Provincial Social Welfare Worker	4	(39)	₱7,920.00
Social Worker	19	(28)	28,680.00
Clerical Aide	4	(18)	5,880.00

	<u>27</u>		<u>₱42,480.00</u>
	<u>38</u>		<u>₱59,880.00</u>
REGION NO. 3 (MANILA)			
<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(43)	₱2,280.00
Senior Social Worker	1	(32)	1,800.00
Clerk II	1	(25)	1,440.00
Clerical Aide	<u>1</u>	<u>(18)</u>	<u>1,560.00</u>
	<u>4</u>		<u>₱7,080.00</u>
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Section)	1	(30)	₱1,440.00
Statistical Aide	1	(25)	1,440.00
Clerk I	1	(23)	1,440.00
Laborer	<u>1</u>	<u>(14)</u>	<u>1,440.00</u>
	<u>4</u>		<u>₱5,760.00</u>
<i>Public Assistance Section</i>			
Senior Social Worker	<u>1</u>	<u>(32)</u>	<u>₱1,440.00</u>
<i>Child Welfare Section</i>			
Senior Social Worker	<u>1</u>	<u>(32)</u>	<u>₱1,440.00</u>
<i>Vocational Rehabilitation Section</i>			
Senior Social Worker	<u>1</u>	<u>(32)</u>	<u>₱1,560.00</u>
<i>Provincial, City and Municipal Offices</i>			
Provincial Social Welfare Worker	13	(39)	₱24,840.00
Social Worker	94	(28)	142,860.00
Clerk I	5	(23)	7,200.00
Clerical Aide	<u>13</u>	<u>(18)</u>	<u>18,840.00</u>
	<u>130</u>		<u>₱202,980.00</u>
	<u>141</u>		<u>₱220,260.00</u>
REGION NO. 4 (NAGA)			
<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(43)	₱2,280.00
Senior Social Worker	1	(32)	1,560.00
Clerk II	1	(25)	1,560.00
Clerical Aide	<u>1</u>	<u>(18)</u>	<u>1,440.00</u>
	<u>4</u>		<u>₱6,840.00</u>
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Section)	1	(30)	₱1,560.00
Statistical Aide	1	(25)	1,560.00
Clerk I	1	(23)	1,440.00
Laborer	<u>1</u>	<u>(14)</u>	<u>1,440.00</u>
	<u>4</u>		<u>₱6,000.00</u>
<i>Public Assistance Section</i>			
Senior Social Worker	<u>1</u>	<u>(32)</u>	<u>₱1,440.00</u>
<i>Child Welfare Section</i>			
Senior Social Worker	<u>1</u>	<u>(32)</u>	<u>₱1,560.00</u>
<i>Vocational Rehabilitation Section</i>			

Senior Social Worker	1	(32)	₱1,680.00
<i>Provincial, City and Municipal Offices</i>			
Provincial Social Welfare Worker	6	(39)	₱11,160.00
Social Worker	33	(28)	49,080.00
Clerical Aide	6	(18)	8,640.00
	<u>45</u>		<u>₱68,880.00</u>
	<u>56</u>		<u>₱86,400.00</u>
REGION NO. 5 (ILOILO)			
<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(43)	₱2,580.00
Senior Social Worker	1	(32)	1,440.00
Clerk II	1	(25)	1,440.00
Clerical Aide	1	(18)	1,440.00
	<u>4</u>		<u>₱6,900.00</u>
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Section)	1	(30)	₱1,560.00
Statistical Aide	1	(25)	1,560.00
Clerk I	1	(23)	1,440.00
Laborer	1	(14)	1,560.00
	<u>4</u>		<u>₱6,120.00</u>
<i>Public Assistance Section</i>			
Senior Social Worker	1	(32)	₱1,440.00
<i>Child Welfare Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Vocational Rehabilitation Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Provincial, City, and Municipal Offices</i>			
Provincial Social Welfare Worker	6	(39)	₱11,520.00
Social Worker	40	(28)	58,800.00
Clerical Aide	6	(18)	8,880.00
	<u>52</u>		<u>₱79,200.00</u>
	<u>63</u>		<u>₱96,780.00</u>
REGION NO. 6 (CEBU)			
<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(43)	₱3,480.00
Senior Social Worker	1	(32)	1,800.00
Clerk II	1	(25)	1,560.00
Clerical Aide	1	(18)	1,440.00
	<u>4</u>		<u>₱8,280.00</u>
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Section)	1	(30)	₱1,560.00
Statistical Aide	1	(25)	1,440.00
Clerk I	1	(23)	1,560.00
Laborer	1	(14)	1,440.00
	<u>4</u>		<u>₱6,000.00</u>

<i>Public Assistance Section</i>			
Senior Social Worker	1	(32)	₱1,440.00
<i>Child Welfare Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Vocational Rehabilitation Section</i>			
Senior Social Worker	1	(32)	₱1,440.00
<i>Provincial, City and Municipal Offices</i>			
Provincial Social Welfare Worker	5	(39)	₱10,980.00
Social Worker	55	(28)	82,080.00
Clerical Aide	5	(18)	7,320.00
	65		₱100,380.00
	76		₱119,100.00
REGION NO. 7 (ZAMBOANGA)			
<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(43)	₱3,120.00
Senior Social Worker	1	(32)	1,440.00
Clerk II	1	(25)	1,560.00
Clerical Aide	1	(18)	1,560.00
	4		₱7,680.00
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Section)	1	(30)	₱1,560.00
Statistical Aide	1	(25)	1,440.00
Clerk I	1	(23)	1,440.00
Laborer	1	(14)	1,440.00
	4		₱5,880.00
<i>Public Assistance Section</i>			
Senior Social Worker	1	(32)	₱1,440.00
<i>Child Welfare Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Vocational Rehabilitation Section</i>			
Senior Social Worker	1	(32)	₱1,440.00
<i>Provincial, City, and Municipal Offices</i>			
Provincial Social Welfare Worker	5	(39)	₱9,900.00
Social Worker	25	(28)	37,200.00
Clerical Aide	5	(18)	7,200.00
	35		₱54,300.00
	46		₱72,300.00
REGION NO. 8 (DAVAO)			
<i>Office of the Regional Director</i>			
Head Social Worker I (Regional Director)	1	(32)	₱3,120.00
Senior Social Worker	1	(32)	1,560.00
Clerk II	1	(25)	1,560.00
Clerical Aide	1	(18)	1,560.00
	4		₱7,800.00
<i>Administrative Services Section</i>			
Supervising Clerk I (Chief of Section)	1	(30)	₱1,560.00

Statistical Aide	1	(25)	1,440.00
Clerk I	1	(23)	1,440.00
Laborer	1	(14)	1,440.00
	<u>4</u>		<u>₱5,880.00</u>
<i>Public Assistance Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Child Welfare Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Vocational Rehabilitation Section</i>			
Senior Social Worker	1	(32)	₱1,560.00
<i>Provincial, City, and Municipal Offices</i>			
Provincial Social Welfare Worker	6	(39)	₱13,020.00
Social Worker	35	(28)	58,040.00
Clerical Aide	6	(18)	8,640.00
	<u>47</u>		<u>₱74,700.00</u>
Total—Region 8	<u>58</u>		<u>₱93,060.00</u>
Total—Region 3	<u>570</u>		<u>₱889,680.00</u>
Total—Region II	<u>770</u>		<u>₱1,211,400.00</u>
GRAND TOTAL PERMANENT POSITIONS—SALARY (Social			
Welfare Administration)	<u>999</u>		<u>₱1,650,720.00</u>

PERSONNEL OF THE ADMINISTRATION

SEC. 39. The personnel structure of the Administration for the period from the effective date of these Implementing Details to June thirty, nineteen hundred and fifty-seven, shall conform to the Staffing Pattern provided in these Implementing Details.

SEC. 40. Except where the law provides otherwise, all appointments to positions authorized in the Staffing Pattern shall be subject to the requirements of the civil service and other personnel laws, rules, and regulations: *Provided*, That all personnel in the present staff who meet such requirements shall be employed before consideration is given to the employment of other persons, subject to the approval of the Government Survey and Reorganization Commission and the President.

DELEGATION OF AUTHORITY

SEC. 41. Any delegation of authority required or authorized by these Implementing Details shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; shall define the extent to which each delegatee will be held responsible for results; and shall vest each delegatee with sufficient authority to enable him in discharge his assigned responsibility. Such delegations, where specifically provided by these Implementing Details, shall be within the limits of the provisions of these Implementing Details: *Provided*, That nothing in this section shall be construed to prevent other delegations.

PARTIAL INVALIDITY

SEC. 42. If any provisions of these Implementing Details should be held invalid, the other provisions shall not be affected thereby.

TIMING OF ADMINISTRATIVE ACTIONS

SEC. 43. The Administrator shall direct the orderly scheduling of transfers, changes, and other transitional actions required by the Plan and by these Implementing Details within sixty days from the effective date of the Implementing Details. In the interim, each entity shall continue to perform its existing functions until such time as the Administrator orders change or cessation and each officer and employee shall continue to perform his duties and to exercise his authority until such time as the Administrator orders otherwise.

Done in the City of Manila, this 11th day of December, in the year of Our Lord, nineteen hundred and fifty-eight, and of the Independence of the Philippines, the thirteenth.

CARLOS P. GARCIA

President of the Philippines

By the President:

JUAN C. PAJO

Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1958). *Official Gazette of the Republic of the Philippines*, 55(2), 181-210.



President Carlos P. Garcia is conferred an honorary Doctor of Laws by the Philippine Law School on April 5, 1957. The president graduated *magna cum laude* with a Bachelor of Laws degree in the said institution in 1923.

